

Administrative Experience

Face to Face Conference Manager

NYC AiE Roundtable, September 2017 – Present

Oversees all aspects of event planning and conference management including budgeting, RFP processes, vendor management, social media, keynote speaker scheduling and lodging, and production timelines. Hired and manages Assistant Conference Manager, and a team of 40+ volunteers. Organizes and leads orientations for Conference Presenters. Liaises with presenters in preparation for breakout sessions. Implements new conference operations and digital materials. Supports Roundtable's 25th anniversary programming.

Interim Curriculum & Instruction Manager

McCarter Theatre, Princeton, NJ, June 2017 – October 2017

Executed hiring and scheduling of teaching artist ensemble. Oversaw curriculum development for Summer Camp, Afterschool, and In-School Residency programs as well as Student Matinee Curricular Guides. Facilitated communication with parents and maintained student records. Mentored and supervised Education Intern. Collaborated with education and artistic staff on community engagement efforts within Trenton, Princeton, and neighboring townships. Conducted Youth Ensemble auditions for *A Christmas Carol*.

Education Associate

New York City Center, New York, NY, June 2016 – July 2017

Education Assistant

September 2015 – June 2016

Managed Student Matinee program that served over 6,000 students annually. Coordinated dance education registration, school outreach, in-school workshop scheduling, and program assessment. Oversaw *Fall for Dance* ancillary programs including *Fall for Dance Lab* (with NYCDOE), master classes, and pre-show dance lessons with festival artists. Processed teaching artist payroll and tracked program expenses. Administered professional developments and coordinated preparation of curricular materials. Moderated *Encores!* post-show discussions for student groups. Successfully submitted MTAC Arts Education Services. Researched schools and organizations to identify potential partners (created 20+ new school partnerships in FY17). Maintained Tessitura education accounts and school registration database.

Outreach Coordinator

The Platform Group, New York, NY, May 2016 – November 2016

Curated and moderated a post-show discussion series for off-Broadway production of *Roughly Speaking* featuring scholars, artists, advocates, and administrators working with NYC's homeless community.

Assistant Pilot Director

Education Associate

Northeast Children's Theatre Company, Westport, CT, January 2016 – June 2016

Develops Common Core-aligned in-school enrichment programming, assessment tools, and educational materials. Assists Education Coordinator with implementation and execution of new theatre-in-education programs. Facilitates teaching artist training and rehearsal for in-school enrichment pilot series sessions.

Education

The City College of New York

Masters of Science in Educational Theatre, December 2018

State University of New York at Geneseo, Magna Cum Laude, Phi Beta Kappa

Bachelors of Science in Education, Childhood with Special Education, and Theatre

Initial NYS Certifications in Childhood Education and Students with Disabilities (Grades 1-6)

Special Skills

Tessitura, Formsite, Mail Chimp, Mac, Windows, iMovie, Video Editing, ArtsVision, Adobe Creative Suite, Driver's License, Good with Kids, Vendini, Microsoft Office, Transcription, French (Conversational)

Teaching and Artistic Resumes Available Upon Request