

## EDUCATION

M.Ed. Community Engagement Merrimack College Graduated 2018 GPA: 3.88	B.A.Theatre Education Emerson College Graduated 2016 GPA: 3.87
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## SKILLS

Adobe Creative Suite	Microsoft Office and Google Suite
Curriculum Development	Project Management
Database Administration	Social Media Management
Event Planning	Tessitura and Ticketing Softwares

## ARTS ADMINISTRATION AND ENGAGEMENT EXPERIENCE

### *Manager of Education Operations*

Huntington Theatre Company | Sep 2019 - Present

#### • **Student Matinee Series**

- Arranges pre-show workshops and pre-show tours for schools
- Builds and maintains network of teachers and schools who have attended or will attend HTC performances
- Copy Edits and proofreads curriculum guides as needed
- Maintains Student Matinee Database in Tessitura
- Oversees all reservations, collection of payments and general correspondence with schools
- Processes ticket sales in tessitura
- Teach pre-show workshops as needed

#### • **Access Programs**

- Attends Accessible performances as needed
- Builds and maintains network with schools, artists, community organizations, and patrons who have attended or will attend HTC accessible productions
- Co-Chairs Access Committee
- Coordinates open caption programming with c2 captioning
- Hires Audio Description and American Sign Language team members and consultants
- Manages all contracts, payments, and communication with schools, artists, and community organizations
- Maintains Tessitura Database
- Plans program growth with Director of Education
- Prepares and shares program participation data as needed
- Serves as liaison between access teams, production stage managers and other company members

#### • **August Wilson Monologue Competition**

- Aids in preparation of regional semi-finals and final competitions
- Oversees distribution and collection of all residency school invoices and participation fees
- Teaches in school residency in a Boston Public School

#### • **EPIC: Empowered Performers in Conversation**

- Point person with Production Department for any technical needs for the final performance
- Produces Final Performance
- Teaches an EPIC branch as needed

#### • **Poetry Out Loud**

- Builds and Maintains network with schools and teachers
- Facilitates School and Semi-Finalist Registration
- Manages preparation of all competition materials

#### • **Marketing, Visibility, and Departmental Support**

- Creates Standard Operating procedures for all programming
- Revises yearly marketing plans for Education programming
- Recommends and creates new visibility initiatives
- Serves as Education Department representative with Marketing staff

## ARTS ADMINISTRATION AND ENGAGEMENT EXPERIENCE

### *Education Associate*

Huntington Theatre Company | Sep 2018 - September 2019

- Aided Director of Education in department budget tracking
- Co-Chaired Access Committee and runs access programming for shows chosen by the community
- Collected and organized data for Open Caption performances sponsored by tdf
- Coordinated Student Matinee seating arrangements and teaches pre-show workshops
- Created standard operating procedures for all programs
- Maintained and plans social media presence
- Organized and wrote scripts for American Sign Language Marketing Videos for main stage shows
- Provided support for Boston Regional August Wilson Monologue Competition and Poetry Out Loud Contest
- Taught in residence at a Boston Public School for the Boston Regional August Wilson Monologue Competition
- Developed and instructed new theatrical devising program called EPIC: Elders with students ages 55 and up
- Updated tessitura ticketing system for all access and educational programming
- Wrote educational curriculum guides based on themes of the main stage shows

### *Audience Engagement/Community Outreach Fellow*

Rogers Center for the Arts | Sep 2017- May 2018

- Advised undergraduate dramaturgy students
- Coordinated Lobby displays
- Created and maintained engagement database, digital screen in lobby, and engagement lobby materials
- Cultivated and maintained community partnerships with other organizations in the North Shore area of MA
- Facilitated pre and post show discussions
- Produced and curated an event entitled Through the Looking Glass: Shining Light on Queer Identities

### *House Manager/ Audience Services Representative*

Greater Boston Stage Company | Sep 2016 - August 2018

- Maintained Communication with Stage Management and Concessions
- Managed nightly earnings for deposit
- Provided excellent service for patrons and solves issues as they arise
- Trained new staff members

### *Young Company Engagement Coordinator*

Greater Boston Stage Company | July 2017- August 2018

- Created alumni database
- Engaged with alumni from the Young Company via email, phone call, and social media
- Provided future plans on how to expand the alumni network

### *Education and Community Programs Fellow*

American Repertory Theater | Aug 2016- June 2017

- Developed new community partner relationships
- Maintained relationships with community partners
- Assisted in development of lobby experience
- Aided in curation of educational toolkits
- Maintained partner database using tessitura
- Taught classes to grow understanding of shows

### *Operations Intern and Gender Parity Task Force Member*

StageSource | Oct 2014- November 2016

- Assisted with daily operations and tasks
- Collected and entered data for new members and donors
- Collaborated with theatrical leaders in Boston to determine next steps

## ARTS EDUCATION EXPERIENCE

### *Young Company Teaching Artist*

*Greater Boston Stage Company | October 2010- Present*

- Develops Curriculum and teaches workshops. Select previous workshops have included:
  - Improv, Acting the Song, Clowning and Physical Theater, Playmaking, Scene Study
- Set learning goals and track student progress
- Plan rehearsal schedules with Music Director, Stage Manager, Choreographer, and Education Intern
- Run free audition workshops for students.
- Set Educational Goals for Education intern
- Supervise and track progress of Education intern
- Works with education department to cast students in roles that will provide most educational experience.

### *Kids Company Junior Lead Teaching Artist*

*American Repertory Theater | August 2016 - Present*

- Develops curriculum and selects books for class based on semester theme
- Selects books for the semester
- Track student progress throughout semesters
- Trains new teaching artists in Kids Company curriculum

### *Adjunct Professor of Community Arts Engagement*

*Merrimack College | May 2018 - September 2018*

- Advised graduate students on potential capstone projects
- Developed Graduate Level Curriculum
- Drew connections between community, engagement, social justice, diversity, inclusion, with art institutions

### *Faculty and Camp Counselor (Contract)*

*Sitka Fine Arts Camp | June 2016 - July 2016*

- Co-taught Costume Design class for middle and high schoolers
- Helped with day to day operations of performance center
- Provided emotional support to students when needed
- Supervised floor of middle and high school students to provide safety
- Taught an introduction to acting class for students ages 5-9

## DIRECTING, PRODUCING, AND STAGE MANAGEMENT EXPERIENCE

### *Rogers Center for the Arts*

- Main Stage Directing and Producing Credits
  - The Old Man and The Old Moon
  - fml: How Carson McCullers Saved my Life
  - Through the Looking Glass: Shining Light on Queer Identities

### *Greater Boston Stage Company*

- Directing credits for the Young Company:
  - The Addams Family: A New Musical
  - Footloose
  - Dr. Dolittle Jr.
  - Musical Adventures of Flat Stanley
  - Xanadu
- Assistant Directing Credits for the Main Stage
  - She Loves Me (Director Ilyse Robbins)
  - Dames at Sea (Director Ilyse Robins)
- Assistant Directing/Stage Management Credits for the Young Company
  - Bat Boy: The Musical (Director Sarah Elizabeth Bedard)
  - Jack and the Giant (Director Tyler Rosati)
  - Bye Bye Birdie (Director Alison Russell)

### *Huntington Theatre Company*

- Directing and Producing Credits
  - EPIC: Elders- *Putting Up Walls*
- Stage Management Credits
  - Codman Academy 2019 Showcase

### *Emerson College*

- Directing credits include:
  - The Velveteen Rabbit
  - Miss Electricity
  - fml: How Carson McCullers Saved my Life
- Producing Credits include:
  - Marvelous Oz
  - TYA Festival
- Casting Associate Credits
  - James and the Giant Peach
  - The Little Prince

## PUBLISHED WORKS

**Graduate Capstone:** Through the Looking Glass: Shining Light on Queer Identities

**Curriculum Guides:** *Man in the Ring, Arrabal, James and the Giant Peach, The Night of the Iguana, Trans Scripts Part 1*

Published works and references available upon request.