

**Permanent Address:**

16 Big Horn Avenue  
Mechanicsburg, PA 17055

**Current Address:**

2320 Superior Ave E.  
Loft 201  
Cleveland, OH 44114

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**EDUCATION & TRAINING**

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**BALDWIN WALLACE UNIVERSITY**, Berea, OH

Bachelor of Arts, expected 2015

Major: Theatre/Concert Management (Self-Designed Program)

Dual Minor: Management/Psychology

GPA: 3.7

Relevant Coursework: Organizational Behavior,

Marketing & Fundraising in the Arts, Senior Capstone

**SERVICE ABROAD**

Northern Ireland & South Africa

“Peace, Reconciliation & the Arts”, Winter 2013

7-week immersive experience

Program GPA: 3.65

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**WORK EXPERIENCE**

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**Producer****BW Music Theatre Showcase** (Berea, OH)**January 2014 – May 2015**

- Oversaw all production aspects of a senior showcase drawing 100+ casting agents in New York City, including direct communication, promotional writing, staff coordination, catering and on-site house management
- Led team of seven to design **innovative promotional campaign**, which gained recognition on Ken Davenport’s “Producer’s Perspective” blog.
- Coordinated resumes, headshot and other appropriate material for class of fifteen, including distribution to visiting agents, printing and implementation in program design

**Production/Programming Team****Playhouse Square** (Cleveland, OH)**January – May 2015**

- Collaborated on 2-person team for all production and programming concerns (including **creative programming, ticketing, facilities management and hospitality**) for regional premiere of newly mounted SATURDAY NIGHT FEVER in Cleveland’s premier theatre district
- Interacted with Marketing and Education teams to create an immersive disco environment for sold out houses (~600 audience members over one weekend)

**Production Stage Manager****Baldwin Wallace Opera** (Berea, OH)**January 2013 – March 2015**

- **Coordinated communication** for a ten-member production staff on three main stage operas – *Turn of the Screw*, *Hansel & Gretel* and *La Finta Giardiniera*
- Conducted rehearsals, from first reading through technical rehearsals into performances. This included **extensive paperwork creation (Microsoft Excel) and personnel coordination**
- Led a dynamic team of seven crew members through technical rehearsals, calling all on-stage movement and overseeing **team responsibilities** for performances.

**Strategy Intern****Rock & Roll Hall of Fame & Museum** (Cleveland, OH)**May – August 2014**

- **Conducted and analyzed data** from over 1,500 surveys on topics ranging from retail store visitor experience to external marketing efforts. This involved extensive analysis of various attitudinal demographics.
- Used high-level Microsoft Office skills to **create presentational data** for company executives, which was used in higher-level decision making across the organization.
- Created database of over 10,000 ZIP codes correlated with various geographical statistics for usage at museum.

**Music Director/Assoc. Producer****New London Barn Playhouse** (New London, NH)**May – August 2013**

- Conducted auditions, taught vocals, played for rehearsals and directed small orchestra for five educational shows with a company of 30 actors
- **Oversaw budget and contracting**, serving as company manager for summerstock season
- **Created digital promotional materials** and oversaw all marketing efforts for educational series, leading to best-selling summer in company’s history

## INTERNATIONAL WORK EXPERIENCE

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### Resource Center Assistant

Artscape – Cape Town, South Africa

November – December 2013

- Created a comprehensive 40-page business analysis of Tag Changers, a community action and volunteer group in Cape Town's lower-income communities
- Served as a **computer consultant** for day-to-day operations
- Volunteered with World AIDS Day, providing food and resources for low-income families.

### Production Intern

Theatre of Witness – Derry, Northern Ireland

October 2013 – Present

- Assisted with production of "Sanctuary", a theatrical experience featuring refugees from politically unstable areas in Africa seeking sanctuary in Northern Ireland, as well as people strongly affected by the Troubles in Northern Ireland, including people with extensive mood disorders
- Created petitions to grant said immigrants asylum and refugee status in Northern Ireland, eventually **amassing over 2,000 signatures** on their behalf.
- Continue to operate as Website Manager, creating and maintaining web content.

## SOCIAL MEDIA AND COMPUTER SKILLS

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### Facebook, Instagram, Twitter, LinkedIn

- Created a "fan page" that earned 1,400+ page "likes" – [www.facebook.com/BaldwinWallaceConservatory](http://www.facebook.com/BaldwinWallaceConservatory)
- Created 5+ professional pages for non-profit organizations, including festivals and community organizations
- Documented highlights of professional fundraiser event for an audience of over 1,000 subscribers
- Presently maintain a professional page with over 200 personal connections

**Microsoft:** Excel (Pivot Tables, Formulas, High-Level Design), Outlook (Group Mailing), Powerpoint (Diagramming) & Word

**Adobe:** Photoshop, Reader

**Programming:** HTML, Javascript

## ADDITIONAL LEADERSHIP EXPERIENCE

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### *Production Manager, BW Beatles*

General Manager for Baldwin Wallace's Beatles tribute group and producer of largest student-run concert on campus

### *Artistic Director, PRISM Concert*

Orchestrator and Artistic Overseer of student-produced concert highlighting Baldwin Wallace Conservatory

### *Assistant Tour Coordinator, BW Motet*

Oversaw four-day tour to Pittsburgh and Buffalo of Baldwin Wallace's top concert choir

## PROFESSIONAL REFERENCES

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Victoria Bussert

Program Director, Music Theatre

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