

DIRECTOR OF COMMUNITY

Skills

Adobe Creative Suite, Microsoft Office Suite, Google Apps, Facebook, Twitter, Instagram, Pinterest, Tumblr, Google+, Youtube, Blogger, Wordpress, Vertical Response, Constant Contact, Raiser's Edge, ProClass, CampusCafe, RetailPro, ILS, Rentrak ADDITIONAL WORKSHOPS Visual Thinking Strategy, Arts & Healthcare, Community Art Projects, Art & Storytelling, Encaustic Painting, Ceramics, Printmaking.

Experience

Director of Community

August 2017 to Current Company Name i¼ City , State

- Provide customer service and administrative services, acting as main point of contact for Community Education office.
- Facilitate operations and communications with other offices regarding IT, Finance, Security, and HR.
- Use design experience, writing, and computer skills to market events and programs.
- Design promotional materials for print and web as needed, such as postcards, fliers, banners.
- Manage social media pages and design ad campaigns, leverage analytics.
- Increased social media activity by 30% over past two years.
- Design and analyze email marketing campaigns.
- Research and coordinate with marketing staff to place web and print ads.
- Event planning and management for community engagement.
- Provide administrative support to a wide range of constituents.
- Assist students with registration, class preparations and communications while working toward enrollment goals.
- Increased enrollment by 7% through fresh marketing strategy and improved customer service policy.
- Assist faculty with design of courses, scheduling, contracts, and facility and supply needs.
- Curate art classes and workshops for triannual course catalogs, collecting images, bios and descriptions.
- Proofread and edit catalog content.
- Coordinate bulk mailing.
- Manage vendor and account relations for materials and supplies, tracking and placing of orders.
- Process tuition payments, request and track refunds.
- Oversee scholarship program.
- Develop faculty pay schedule.
- Draft, collect and archive contracts.

Assistant Director

November 2012 to August 2017 Company Name i¼ City , State

- After facilitating merge with NH Institute of Art, helped design and implement new systems to run Sharon Arts Center School of Art & Craft as a satellite facility for higher education.
- Built new processes to integrate with financial, HR, IT, and Marketing offices.
- Acted as department registrar, designed classes and recruited arts faculty, curated catalog.
- Performed marketing work to increase enrollment.
- Oversee scholarship program.

School Director

September 2009 to November 2012 Company Name i¼ City , State

- Oversaw facilities and education administration operations.
- Designed catalog of art classes and workshops, recruited arts faculty.
- Designed fundraising events to purchase studio equipment and develop community.
- Oversaw implementation of student management software.
- Initiated and oversaw student exhibitions to develop community and awareness.
- Curated content for course catalog.
- Oversaw budget of \$250K.

Webmaster

July 2009 to November 2012 Company Name i¼ City , State

- Gained creative project management experience, facilitating planning and communications between design team and staff of colleagues during rebranding and launch of www.sharonarts.org.
- Performed all content uploads and ongoing maintenance, including press release blog updates, photo galleries, and donor portal.
- Designed and implemented new online donor system and related reporting.

Administrator

April 2009 to September 2009 Company Name i¼ City , State

- Implemented new social media pages and email marketing software to assist Marketing office.
- Assisted Development office with fundraisers, events and focus groups, maintained sensitive donor information database and

communications.

- Assisted Education office with student communications and enrollment transactions.

Assistant Manager

March 2008 to April 2009 Company Name i¼ City , State

- Oversaw inventory management and customer service while working toward retail sales goals.
- Assisted with curatorial needs of Fine Art Gallery of rotating exhibitions, including labels, inventory, shipping and docent coverage.

Intern/Free-Lance Production Assistant

September 2006 to January 2008 Company Name i¼ City , State

- Studied animation and digital art software while providing graphic design and project assistance.

Education and Training

MFA : Creative Writing , 2016 New Hampshire Institute of Art Creative Writing

BS : Communications/Graphic Design , 2007 Fitchburg State Communications/Graphic Design

Skills

administrative support, Adobe Creative Suite, Event planning and management, fundraising, graphic design, inventory management, mailing, marketing strategy, Painting, promotional materials, retail sales, scheduling