

ADMINISTRATIVE COORDINATOR

Summary

Reliable and energetic arts administrator with a Master of Arts in Arts Management. A highly motivated individual with strong organizational and prioritization abilities. Areas of expertise include communications, public relations, marketing, event planning and outreach.

Highlights

- Good written communication skills
- Working knowledge of WordPress and Photoshop
- PR and marketing experience
- Fundraising
- Familiarity with Microsoft Office and social media
- Experience with Banner, Patriot Web, 25Live and eVA Purchasing systems
- Event planning experience

Experience

Administrative Coordinator 08/2013 to Current Company Name City , State

- Developed and implemented new scheduling system for special events, portfolio reviews and advising through Acuity Scheduling to replace cumbersome phone appointments
- Manage front line communication between students, faculty and administration, prepares written communication for prospective and current student admittance.
- Assist with PR/Marketing with CVPA Academic Affairs and Admissions Offices as well as outreach initiatives
- Serve as liaison for marketing School of Art Portfolio Review Day and Open House events to the community and local high schools
- Websites management (i.e. edits and updates)
- Schedules and coordinates School of Art Advisory Council meetings
- Manage portfolio review process, communication flow between prospective students, Admissions and School of Art staff and administration
- Administers and collates information generated throughout the portfolio and recruitment process
- Coordinate/schedule for special departmental events along with other staff
- Responsible for knowledge of all School of Arts programs and degree specifications
- Departmental e-mail communications
- Processing curricular paperwork, preparing syllabus for Web publication
- Departmental tours
- Portfolio review coordination, liaison between SoA and Admissions on portfolio reviews, developed electronic tracking system for portfolio reviews.

Production Coordinator 06/2011 to 08/2013 Company Name City , State

- Manage Center for the Arts internal production calendar
- Provide continuous data maintenance/entry in R-25 scheduling system (internal/external performances and scheduled rigging maintenance) to reflect consistency between performance calendars
- Rental recaps - track labor hours for FT staff and over-hire
- Coordinate hiring ushers and stage hands for events
- Managed HR duties to include time sheet entry, background checks, hiring employees, terminating employees, payroll modification
- Union payroll
- Secure specific performance equipment (i.e. rigging equipment, CO2 etc.) for upcoming performances from external vendors
- Assist Production Manager in performance logistics and assisted other production staff as needed; bulk purchase orders through eVA
- Assist with GMU required training.

PR & Marketing Assistant 09/2010 to 01/2011 Company Name City , State

- Identified and conducted market research to provide logistical marketing support to the Artistic Director.
- Gathered promotional material for summer classes
- Developed sponsorship package (included sponsorship letters, levels of sponsorship, sponsorship forms etc.).
- Provide PR and marketing support for Artistic Director.
- Assisted with developing creative summer camps and workshops

Fundraising & Development Intern 03/2009 to 05/2009 Company Name City , State

- Event management for Friends of the Hylton
- Provided staff support for annual fundraising event "Shooting for the Stars"
- Responsible for logistics of Friends of the Hylton Center (meetings, special events, catering and marketing materials)
- Prepare and distribute notices, agendas, meeting minutes
- Attend Friends of Hylton Center committee meetings
- Assemble donor kits and presentation materials for events

- Process donations and prepare acknowledgment letters and other correspondence
- Logistics of donor and volunteer cultivation

Education

Master of Arts : Arts Management 2009 George Mason University, College of Visual and Performing Arts Fairfax City , State , US

George Mason University, College of Visual and Performing Arts Fairfax, VA M.A., Arts Management; 2009

Bachelor of Arts : Dance & Recreation 2004 New Mexico State University, College of Human Performance City , State , US

New Mexico State University, College of Human Performance, Dance & Recreation Las Cruces, NM B.A., Dance; 2004

Skills

- Good written communication skills
- Working knowledge of WordPress and Photoshop
- PR and marketing experience
- Experience in event planning
- Familiarity with Microsoft Office and social media
- Experience with Banner, Patriot Web, 25Live and eVA Purchasing systems
- Familiarity with fundraising and development tactics