

ADDY MONGER

EVENT MANAGER

Contact Details

Number: 317-201-0906

Email: aelizmonger@gmail.com

Education

Ball State University

Miller College of Business

*B.S. Hospitality and Food
Management*

Minor in Theatrical Studies

2015-2018

Achievements

- CVENT Certified
- ServSafe Certified
- Meeting Professionals
International Member

Skills & Software

- Venueops
- Volgistics
- Microsoft Office
- Canva
- Social Media
- Public Speaking
- Interpersonal Communication

Interests

- Arts Management
- Music/Theatre
- Philanthropic Work

Professional Experience

Indianapolis Symphony Orchestra, Event Manager

Indianapolis, IN - March 2019 - June 2020

- Plan and execute events at Hilbert Circle Theatre & Symphony on the Prairie for up to 12,000 patrons, per evening.
- Manage the Volunteer Corps by creating schedules, leading onsite meetings and ensuring the volunteers expectations.
- Lead cross departmental meetings to help brainstorm new ideas and ways to manage and facilitate ISO events.
- Ensure safety of staff, volunteers and patrons onsite.

Indianapolis Symphony Orchestra, Operations Intern

Indianapolis, IN - May 2018 - August 2018

- Assisted the Operations Department with productions including Symphony on the Prairie, a weekly, two-night performance that averaged 5,000+ patrons a night.
- Assisted with pre-event coordination, organization and planning.
- Organized and managed pre and post-concert special events.

Pi Beta Phi Sorority, Vice President of Event Planning

Muncie, IN - December 2016 - November 2017

- Planned and facilitated sorority events, such as formals, socials and parent's day's.
- Taught risk management.
- Managed volunteers to execute events.
- Worked with tight budget of \$5,000 per year.

Indy Hostel, Intern

Indianapolis, IN - May 2017 - August 2017

- Checked-in guests, maintain inventory, learned about running a small 'Inn Style' property and facilitate entertainment for guests.
- Helped plan and execute Indy Folk Fest that hosted 300 patrons.
- Created content for social media, coordinated with entertainment, and sent out press releases.

Volunteer Experience

Big Brothers Big Sister, Mentor

Indianapolis, IN - January 2020 - Present

- Creating a meaningful relationship with my little sister and be a role model.
- Help boost confidence and introduce little to new experiences.

Cornerstone Center for the Arts, Administrative Volunteer

Muncie, IN - January 2016 - May 2016

- General office duties including computer tasks, organizing, planning and facilitating community events.