

Alexandra Olsavsky

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EMPLOYMENT HISTORY

Fifth House Ensemble (2018-present)

Executive Director (2021-present)

- Create and implement business and strategic plans
- Maintain partnerships; adhere to mission
- Oversee financial governance of the ensemble; execute all development and fundraising endeavors
- Recruit, hire, and train employees; liaise between Board of Directors and staff
- Design and implement DEI and accessibility initiatives

Managing Director (2020-2021)

- Manage and direct staff, including team and project management
- Maintain relationships and execute contracts with external partners

Director of Operations and Production (2018-2020)

- Develop cross-media production components, manage production timelines, create and communicate tech requirements for performances
- Execute day-of event management
- Managing organizational schedule
- Serve as the primary HR point of contact for artists and staff
- Direct annual two-week Fresh Inc Festival at UW Parkside

Artemisia Vocal Trio (2014-present)

Founder and Performing Artist

- Design female-forward musical performances, including composition within the ensemble and the commissioning of new works from female-identifying composers
- Create and teach educational programming for women's ensembles
- Execute day-of event management; design cross-media production elements; communicate with venues and technical staff
- Develop website design and content, merchandise, online sales, and print/digital marketing materials, social media presence
- Tour management; rehearsal management
- Fiscal planning and budgeting

Musical Chairs Studio (2016-2019)

Music Educator

- Provide private studio instruction in piano and voice, and after-school group musical programming for K-8 students
- Musical direction of K-5 annual musical at Queen of Angels School

Geek Chicago (2013-2016)

Marketing Copywriter and Digital Marketing Specialist

- Create and curate digital marketing presence (visual and written content creation, website content, blog/newsletter development and maintenance, social media voice, branding) for clients in assorted industries

Additional information available on request

EXPERIENCE SUMMARY

- Executive level management/operations and production for 501(c)3
- Arts educator in classroom and private settings
- Digital marketing and copywriting background

RELEVANT SKILLS

- Team/project management (Asana)
- CRM (Salesforce)
- Computer proficiency (Google suite, Microsoft Office Suite)
- Digital marketing (targeted advertisements, SEO, Mailchimp, press release)
- Graphic/video design (Photoshop, Illustrator, iMovie, Final Cut Pro)
- Web design (HTML/CSS, Wordpress)
- Donor cultivation/database management (FlipCause)
- Budgeting/Finance (Quickbooks)
- Board stewardship
- Access to car
- Home office

EDUCATION

- Northwestern University, Full Stack Web Developer Bootcamp (exp. 09/2022)
- Roosevelt University Bachelor of Music (2013), with honors

AWARDS

- 3Arts - Make a Wave artist-to-artist award; visionary artistic leadership (2017)

INTERESTS

- Distance running
- "Dad" jokes
- Cuddling my fur babies