

Professional Summary

Results-driven Arts Administrator with over 15 years of experience in managing arts programs, fostering community engagement, and driving organizational growth. Proven track record of successful project management, team leadership, and strategic planning. Currently leading as an AR12 in Arts Administration at Inazuma.co.

Professional Experience

Director of Arts Administration

Inazuma.co | January 2018 - Present

Senior Arts Coordinator

Harmony Arts Center | June 2015 - December 2017

Key Achievements:

- Increased program participation by 30% through targeted marketing strategies.
- Successfully managed a \$500,000 budget for arts initiatives.

Responsibilities:

- Coordinated logistics for arts events and exhibitions.
- Developed and maintained community partnerships.

Arts Program Manager

Melodia Arts Foundation | March 2012 - May 2015

Key Achievements:

- Secured a \$200,000 grant for an arts education program.
- Improved program evaluation processes, enhancing data-driven decision making.

Responsibilities:

- Managed a team of 5 in delivering arts programs.
- Conducted community outreach and engagement activities.

Arts Coordinator

Rhapsody Arts Studio | September 2009 - February 2012

Key Achievements:

- Assisted in increasing studio membership by 25% through promotional events.

- Coordinated the launch of a new arts program for underprivileged youth.

Responsibilities:

- Assisted in event planning and execution.
- Provided administrative support to the management team.

Education

Master of Arts in Arts Administration

University of California, Los Angeles (UCLA)

Relevant Coursework:

- Arts Policy and Advocacy
- Nonprofit Management
- Marketing for the Arts

Technical Skills

Software:

- Microsoft Office Suite
- Google Workspace
- Adobe Creative Cloud

Project Management Tools:

- Asana
- Trello
- Basecamp

Database Management:

- Salesforce
- Airtable