

Maddie Ulevich  
Theater Artist and Administrator

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## Education

- Wesleyan University
  - Middletown, CT
  - BA Theater, Class of 2019
- Emerson College
  - Boston, MA
  - Coursework in Acting and Theater Studies
  - Fall 2015 - Spring 2016

## Work Experience

- Primary Stages
  - New York, NY
  - Development Intern
  - Summer 2018
  - Authored a new grant application for Primary Stages BMCC Scholars program
  - Created over 40 prospect profiles to aid in identification of new major gift donors
  - Prepared correspondence, including bulk invitations, appeals and gift acknowledgements
  - Solicited in-kind sponsorship for Teenwrights after-school program
  - Processed new gifts and pledges via Patron Manager
- Wesleyan University Center for the Arts
  - Middletown, CT
  - Events Intern
  - Fall 2017 - Spring 2018 (or September 2017 - May 2018)
  - Aided in the planning and facilitation of hospitality services for visiting performing artists, including green room setup, catering, and transportation coordination.
  - Coordinated fulfillment of event requirements for student groups, including space reservations and technical needs.
- Chesapeake Shakespeare Company
  - Baltimore, MD
  - Box Office Intern
  - Summer 2017
  - Managed on-site ticket sales and organization of patron information.

- Liaised with house manager and audience services manager to fulfill all front of house and customer services at performances.

#### Other Experience:

- Freelance Voice and Piano Instruction
  - Summer 2017
  - Provided introductory voice and piano lessons for children ages 4-8 in my Baltimore County neighborhood.
- Second Stage Student Theater (Wesleyan)
  - Fall 2016 - present
  - Participated in several student-run theater productions as an actor, music director and/or vocal director.

#### Skills

- Software
  - Google G Suite
  - Microsoft Office (Word, Excel, Powerpoint)
  - EMS Event Management Software
  - Salesforce Patron Manager
  - Airtable
  - Slack
  - MakeMusic Finale
- Artistic
  - Singing
  - Piano
  - Music Theory
  - Music Transcription
  - Calligraphy and Brush Lettering