**PROFESSIONAL EXPERIENCE**

**SESAME WORKSHOP | New York, NY | October 2019 - Present**

**Project Coordinator, US Social Impact**

* Serve as project manager for new Sesame Street in Communities (SSIC) partners managing budget, timeline, and funded activities, research, and content creation outlined by the awarded grants.
* Serve as project manager for all Sesame Street for Military (SS4MF) partners for all upcoming activities, content creation, marketing, and events to ensure they have all materials needed from the SS4MF team.
* Assist with developing and implementing SSIC’s scaling efforts through creating strategy and leading research initiatives
* Lead SSIC’s website redesign initiative including managing research focus groups, timeline, budget, and ultimate project recommendations for implementation
* Develop and launch SSIC’s national partnership initiative including developing scope of work, identifying potential partners, and ultimately serving as the relationship manager to onboard new national partners
* Draft and manage program assets, including presentations, fact sheets, internal and external reports, concept notes, and executive briefings
* Manage the SS4MF social media campaigns and editorial calendar including monthly themes, content launches, partner relations, paid ads, and boosted posts.
* Work internally across Sesame Workshop to assist with facilitating communications, press, events, and marketing plans with outside partnerships or networks to increase the execution and visibility of SS4MF and SSIC with national partners
* Develop and manage monthly and quarterly analytics reports; including information about the SS4MF website, partner activities, resource distribution, as well as marketing & communication efforts
* Conduct desk research and synthesize information on local educational needs, social development contexts, mass media and digital landscapes, and potential project partners and other stakeholders
* Revise and edit educational materials for printing or digital distribution.
* Support and lead professional development activities and programming

**BLUELACES THEATER COMPANY, INC. | New York, NY | August 2014- Present**

An award winning New York non-profit organization dedicated to creating immersive, multi-sensory theater specifically designed for audiences with autism and other developmental disabilities

**Co-Founder, Executive Director**

* Oversee the leadership and financial sustainability of the company and articulate Bluelaces’ mission and vision to potential collaborating artists and partners
* Hire and manage all employees and staff including those in creative, production, and administrative positions.
* Serve as the producer for all Bluelaces productions and work with key members of the rehearsal and production team to oversee each process.
* Lead outreach efforts to other organizations and the community at large and represent Bluelaces at conferences, professional development workshops, and other forward facing meetings
* Research and apply for grants, and meet with potential investors, partners, corporations, and individuals to generate fundraising and cultivate relationships for Bluelaces’ development and partnerships
* Assemble the board of directors, work with legal and financial advisors, and oversee Bluelaces’ growth and scalability.
* Create and execute Bluelaces Theater Company, Inc.’s business plan and model.
* Conduct formative and summative evaluations to measure Bluelaces’ outcomes and potential long-term impact

**SESAME WORKSHOP | New York, NY | January 2019- June 2019**

**Associate Producer, Special Project Production**

* Support Supervising Producer and Social Impact Producer through all stages of production on social impact non-fiction documentary film shoots and live productions for Sesame Place simultaneously
* Create and manage production schedules, supervise the RFP process, support producer on location and studio shoots, and supervise the post production process including edit, finishing, QC, dubbing, and delivery
* Work with the US Social Impact team to ensure video content has appropriate messaging and supports its corresponding social impact initiative
* Assist with scripting, content creation, recording sessions, and puppet design for the new live Sesame Place production.

**OGILVY & MATHER | New York, NY | November 2015- April 2017**

**Production Coordinator**

* Assisted Executive Producer with day to day duties of producing multi-million dollar commercial productions, including managing budgets and expenses, executing talent contracts, overseeing production shoots, recording sessions, and post production editing, and participating in client meetings
* Independently produced smaller scale productions intended for social media, radio, and testing purposes
* Worked with creative directors, account management, talent management, business management, and outside production companies, vendors, and directors, to generate advertising content for clients

**BROADWAY, OFF-BROADWAY, REGIONAL THEATER | 2013-2015**

**Assistant Stage Manager- *Held this role on a number of productions from May 2014- November 2015***

* Served as point person for all information regarding props, costumes, actor relations, expense reports, and workers’ compensation cases, allowing lead stage manager to focus on creative development
* Administered daily change management tracking and communication
* Supervised 100+ backstage personnel and logistics of up to 300 moving parts during tech and performances

**Production Assistant- *Held this role on a number of productions from March 2013-November 2015***

* Maintained master project documentation, communicate daily changes, and serve as go-to for all directorial notes
* Ensured all performers are prepared to maximize rehearsal efficiency
* Managed stage management office, including organizing, filing, copying, stocking inventory, fielding calls, and problem solving

**ACTORS’ EQUITY ASSOCIATION | New York, NY | December 2014- November 2015**

**Audition Monitor**

* Worked with producers and casting directors to guarantee the smooth flow of auditions and ensure that all rules governing audition procedures are followed
* Managed lists of those auditioning for Equity shows, both at Equity offices and other sites, diffusing conflict and creating a positive environment
* Collected and distributed sensitive audition-related materials, maintaining discretion and privacy

**THE JUILLIARD SCHOOL | New York, NY | August 2013- May 2014**

**Stage Management Professional Apprentice**

* Selected from hundreds of applicants to be 1 of 9 chosen for elite professional apprenticeship program
* Served as the direct line of communication between the rehearsal team and the outside production team for Juilliard’s dance, opera, drama, and concert productions
* Recorded the blocking of actor movements during rehearsal, as well as orchestrated and executed the light, sound, and automation cues during performances

**LOOKINGGLASS THEATRE COMPANY | Chicago, IL | June-August 2012**

**Education Department Intern**

* Worked closely with veteran teaching artists in camp and classroom environment
* Taught creative drama to students aged 5-14 and assisted in daily classes in physical theatre, drama, story telling, dance, singing, and devising

**DISNEY THEATRICAL GROUP | New York, NY | June-August 2011**

**Production Department Intern**

* Assisted production department with administrative work and daily and long-term projects for both Broadway and international Disney musicals
* Composed Excel database of all company members in Lion King productions worldwide
* Monitored casting website, and promptly communicated pertinent information to all interested parties
* Aided in executing expense reports for Disney production team members
* Functioned as Production Manager for the intern case study of mounting a new Broadway musical

**TEACHING EXPERIENCE**

**BLUELACES THEATER COMPANY | New York, NY | August 2014- Present**

**Teaching Artist**

* Lead professional development programs and high school internship programs with neurotypical students and professional providers
* Lead drama workshops with neurodiverse students in schools throughout New York City

**THEATRE STANDS WITH AUTISM: IN THEORY AND PRACTICE | Northwestern University | January- March 2013**

**Lead Instructor**

* Created lesson plans and taught an undergraduate course in conjunction with the first production of Theatre Stands with Autism as a senior undergraduate student
* Educated the class on the fundamentals of understanding Autism Spectrum Disorder, and highlighted the differences between classic theater and theater intended for children with ASD (Syllabus available upon request)

**ADVANCED CREATIVE DRAMA | Northwestern University | March- June 2011**

**Teaching Artist**

* Created lesson plans and team taught creative drama to elementary and middle school aged children
* Conducted research on the differences between theater intended for people with Autism Spectrum Disorder and inclusive theater using creative drama techniques with people with ASD

**SELECTED EDUCATIONAL EXPERIENCE**

**SUFFOLK COUNTY DISTRICT ATTORNEY’S OFFICE | Harvard University | January 2018- April 2018**

**Policy Memo**

* Worked in a team to write and present a policy memo intended for District Attorney Sini’s office addressing issues related to corruption in the workplace and hiring biases
* Identified key biases in the workplace and generated evidence-based recommendations for the DA’s office to adopt

**URBANITY DANCE | Harvard University | January 2018- March 2018**

Organization committed to empowering individuals and strengthening diverse communities through dance

**Program Evaluator**

* Worked in a team with key stakeholders to create formative evaluation plan to assess the current capacity and structure for Urbanity Dance’s Movement Mends program in an effort to make it a permanent offering
* Created a logic model, clear theory of change, and suggestions for implementing data collection methods
* Articulated Movement Mends’ intended outcomes and long-term impact to help prioritize program activities and
* determine the necessary resources and inputs needed to fulfill its mission

**THEATRE STANDS WITH AUTISM | Northwestern University | May 2012-2013**

Northwestern’s first theatrical experience produced for children with Autism Spectrum Disorder (ASD)

**Co-Founder, Artistic Producer**

* Conceived and executed special event attracting Northwestern students across all disciplines including and beyond theatre
* Recruited appropriate personnel and production team members to create a safe and aesthetically stimulating environment
* for the performance
* Supervised all elements of the production, including scheduling, budgeting, fundraising, and education
* Exceeded funding requirements through grants, donations, and fundraising events
* Forged partnership between Northwestern University’s student theater population and Autism Speaks U- the collegiate
* chapter of the national Autism Speaks organization
* Instituted infrastructure of a permanent, independent theater company now renamed Seesaw Theatre Company,
* employing more than 200 members of the Northwestern community

**EDUCATION**

**HARVARD UNIVERSITY | Cambridge, MA**

**Harvard Graduate School of Education**

Master of Education (Ed.M) | 2018

Specialized Studies

**NORTHWESTERN UNIVERSITY | Evanston, IL**

**School of Communication**

Bachelor of Science in Communication (B.S) | 2013

Double Major- Psychology and Theater

**SKILLS**

Mac and PC | Microsoft Office Suite: Word, Excel, PowerPoint | Applied Data Analysis: Both Quantitative and Qualitative Research Techniques and Experience | Stata | Final Draft | Q-lab | Working with neurodiverse and neurotypical children and young adults | Stage Management | Event Management | Producer | Teacher