

# *Tova Greene*

An enthusiastic, organized poet (*lilac on the damned's breath*, Bottlecup Press 2022) with 4+ years of event production and teaching experience who is passionate about social justice, transparency, and inclusivity.

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## **EDUCATION**

### **Sarah Lawrence College**

Bronxville NY — Bachelor of Liberal Arts  
SEPTEMBER 2018 - MAY 2022

- Concentration (4.0 GPA) of poetry, dramatic literature, and Greek and Roman antiquity.
  - Selected coursework: *Emersonian Quartet: Whitman, Dickinson, Frost, Stevens* (N. Ardit), *Theatre in America* (J. Lauinger), and *Art and Myth in Ancient Greece* (D. Castriota).
- One of seven Senior Thesis Candidates in the Class of 2022.
  - Submitted three-hundred pages on the American Feminist Poetry Movement from 1963-1989. Graded an A from advisors N. Ardit (Literature), J. Abraham (Gender and Sexuality Studies), and D. Nurkse (Writing).
- *Dean's Scholarship Recipient* from 2018 to 2022. Other awards include: *Gryphon Grant Recipient* (2020, 2021), *Student Leadership Award* (2021), and *Student Organization Award* for SLAC (2020).

### **Horace Greeley High School**

Chappaqua NY — High School Diploma  
SEPTEMBER 2014 - JUNE 2018

- Graduated Summa Cum Laude (4.0 GPA).
- Received the *Dartmouth College Book Award* in 2017 for academic excellence and the *Horace Greeley High School Theater Company Award for Outstanding Leadership in the Theatre* in 2018.

## **EXPERIENCE**

### **The Poetry Society of New York**

New York NY — Programs Director (formerly Event Production Intern and Program Coordinator)  
MARCH 2021 - PRESENT

- Involves writing, editing, designing, and printing production timelines, runs of show, stage plots, venue layouts, materials lists, contact lists, and other production documents;
- Facilitating communication between event casts, event staff, venues, sponsors, partners, clients and other professional contacts to streamline production process; and
- Participating in the development and execution of new production ideas.

### **Normal Ave**

New York NY — Executive Assistant (formerly Administrative/Production Intern)  
MARCH 2019 - MARCH 2021

- Involves social media management, fundraising, and general administrative duties.
- Assistant Stage Manager for the revival of *Sons of the Prophet* and NY-premiere of *Indoor Person*.
- Associate Producer for *OTW's* off-Broadway premiere with a historic non-male production team.

### **Museum of Sex**

New York NY — Visitor Services Attendant  
AUGUST 2021 - JUNE 2022

- Worked closely with other department staff while operating attractions in Superfunland;
- Assisting with crowd management; and
- Providing enthusiastic and entertaining customer service.

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## **The Flea Theater**

New York NY — Artistic Producing Intern

MARCH 2020 - AUGUST 2020

- Orchestrated moving company documents and affairs online to account for COVID-19;
- Created a detailed proposal for reforming the company's organizational structure; and
- Facilitated sensitive conversations regarding the company's history of racism and oppression.

## **Sarah Lawrence College Office of Student Involvement and Leadership**

Bronxville NY — Publicity Assistant

FEBRUARY 2020 - SEPTEMBER 2021

- Designed graphics (Canva, Photoshop), email blasts, and videos (iMovie) to publicize campus events.

## **Amadeus Conservatory of Music**

Chappaqua NY — Theater Faculty

JUNE 2019 - AUGUST 2020

- Taught theater and music classes for all ages while directing a Musical Theater Camp.

## **Sarah Lawrence College Office of Residence Life**

Bronxville NY — Resident Advisor

SEPTEMBER 2019 - MARCH 2020

- Strategically engaged Sarah Lawrence first year students in a weekly set of academic and educational programs that assisted them in making a successful transition to the SLC residential community.
- Upheld SLC's Six Critical Abilities: (1) think analytically, (2) produce innovative work, (3) work independently, (4) act on critique, and express ideas effectively through (5) written and (6) oral communication.

## **Esther Raushenbush Library**

Bronxville NY — Technical Services Assistant

SEPTEMBER 2018 - MAY 2019

- Checked in periodicals in library system;
- Created reserve records in MySLC.edu; and
- Pasted, stamped, and stripped books, videos, reference items, reserves, holds, periodicals, and theses.

## **VOLUNTEER POSITIONS**

- SLC Student Senate: Senate Chair (2021), Junior Class President (2020), SAS Rep. (2018).
- SLAC: Open Mic Co-Chair (2021), Etc. Co-Chair (2020), Game Nights Co-Chair (2019).
- SLC Theater Department: House Manager (2019); Stage Manager (2018, 2019).
- *Love and Squalor*: Editor (2020, 2021).

## **SKILLS**

- **Hard Skills:** Latin (9 years), Graphic Design, SEO, Grant Writing/Management, Production, Customer Service, Web Design, G-Suite, Email Campaigns, Microsoft Outlook, Social Media, Transcription, Vendor Management, Administration, Archival Research, and Database Research.
- **Soft Skills:** Public speaking, conflict resolution, organizational skills, leadership skills, adaptability, collaboration, student mentality with a willingness to learn, empathy, transparency, humor, enthusiasm, energy, dedication, storytelling, delegation, and written and verbal communication.