

Megan LIU GUO

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EDUCATION

Indiana University Bloomington (IUB), Bloomington, IN

Aug 2012 - May 2014

School of Public and Environmental Affairs (SPEA), Master of Arts in Arts Administration

Indiana University Lilly Family School of Philanthropy, Bloomington, IN

Aug 2013 - Dec 2013

Fund Raising Management, Certificate

The National Academy of Chinese Theater Arts (NACTA), Beijing

Aug 2008 - June 2012

Department of Dramatic Writing, Bachelor of Arts in International Culture Communication

PROFESSIONAL EXPERIENCE

The Public Theater, New York, NY

Jan 2014 - Present

Institutional Giving Intern, Development Department

- + Research on prospective institutional donors, assemble grant proposal, applications under guidance of Development Director, including New York State Council on the Arts and Institution of International Education, which resulted in an increase in funding for Shakespeare in the Park Festival;
- + Process acknowledgement letters to institutional funders; Maintain donor files, draft correspondence, update institutional database records (Tessitura);
- + Track and confirm reservations from donors for daily shows and Shakespeare in the Park Festival;
- + Assist Director of Institutional Giving Department and Development Associate on daily projects

Windfall Dance Company, Bloomington, IN

Oct 2013 - Dec 2013

Practicum, Strategic Planning, Marketing Department

- + Revised current strategic plans led by Arts Commission Member Paul Sturm.
- + Interviewed/surveyed appropriate stake-holders and crafted appropriate language to develop an end product

National Center for the Performing Arts, Beijing, China

Nov 2010 - Aug 2013

Assistant to Production Manager, Performance Department

- + Served as liaison between international performance troupes, productions, and administration.
- + Assisted with financial paperwork; Interpreted and processed contractual agreements, press materials, and artist technical specifications; Arranged logistics such as visas, transportation, housing, rehearsals and dressing rooms; Planned and organized special events;
- + Assistant with the set design and stage technical arrangements for the following performances:
 - 2nd Beijing International Ballet and Choreography Competition (IBCC) 07/2013
 - Vatslav Nijinsky and MAHLER: *Symphonie No.3 in d-moll* by Hamburg Ballet, 01/2012-03/2012
 - William Shakespeare play *Richard III* by Kevin Space and Sam Mendes, 11/2011
 - *DON QUIXOTE* and *Moving Room* by Dutch National Ballet, 11/2010

Music Arts Center, Jacob School of Music, Indiana University Bloomington

Sep 2012 - Dec 2012

Practicum, Marketing Department

- + Assisted with event management (catering, ticketing, and transportation), marketing (advertising, social media, targeted communication), and program evaluation (data collection & analysis) of 2012/2013 season
- + Updated and maintained the database of subscribers and other audience;
- + Assisted the marketing department with promoting 9 productions via social media channels

Cross-cultural Communication of Chinese Opera (Book, 2009)

Sep 2008 - May 2009

Research Assistant, NACTA

- + Assisted Professor Lin Yi in the research, edition, and revision of academic book on the origins and spread of Chinese Opera to overseas countries; collected and summarized source materials, such as performance recordings and reviews.
- + Organized and attended The 6th Annual Conference of China Arts Administration Education Association and the International Arts Administration Forum under the guidance of Professor Lin Yi

SKILLS

- + *Language*: Fluent in English and Chinese
- + *Computer Knowledge*: Proficient in MS Office (Word, Excel, Outlook, and PowerPoint), Photoshop
- + *Other*: Tessitura, Fundraising, Ballet, Piano, Photography