

# 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 Lily 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 the National Endowment for the Arts grant, which resulted in a major increase in funding;
- ✚ Processed 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*

*Strategic Planning Assistant, 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 of Production Manager, Performance Department*

- ✚ Served as liaison between performance troupes, production, and administration.
- ✚ Assisted with financial paperwork; Interpreted and processed contractual agreements, press materials, and artist technical specifications; Arranged logistics; Planned and organized special events;
- ✚ Assistant with the set design and stage technical arrangements for the following performances:
  - 2<sup>nd</sup> Beijing International Ballet and Choreography Competition (IBCC) 07/2013
  - 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

**Beijing SHIBANGHUAYI Stage Technology Co., LTD**

*Dec 2011 - July 2012*

*Executive Assistant to CEO and Global Marketing Manager*

- ✚ Provided day-to-day executive support and direct reports to the CEO and Global Marketing Manager;
- ✚ Effectively represented the CEO on calls, during in-person meetings and through written correspondence; Managed incoming phone calls and logistics of scheduling meetings and conference calls;
- ✚ Partnered with administrative staff successfully to complete assignments timely and planed all executive staff and customer meetings, gathered information and captured action items to be followed up on;
- ✚ Supported all leadership within the Global Marketing Team with their administrative needs including answering phones, drafting emails, assembling English contracts with Light and Sound companies of North American that they represent in Asia Area, calendar and travel management.

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

*Sep 2008 - May 2009*

*Research Assistant, National Academy of Chinese Theatre Arts*

- ✚ 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.
- ✚ Attendant The 6th Annual Conference of China Arts Administration Education Association and the International Arts Administration Forum with Professor Lin Yi

## SKILLS

- ✚ *Language*: English (Full professional proficiency) and Chinese (Native or bilingual proficiency)
- ✚ *Computer Knowledge*: Proficient in MS Office (Word, Excel, Outlook, and PowerPoint), Photoshop
- ✚ *Other*: Tessitura, Fund Raising Management, Photography, Ballet