



www.cyrenemedia.com

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Performing Arts and Events Management

Performing Arts and Events Manager and creative resource with 20 years experience delivering extraordinary audience experiences through the production of successful events and presentations. Versed in all aspects of delivery from small company image through full event management of world-class performers and venues; equally effective and comfortable as an internal or adjunct resource.

Cyrene Media, Providence, RI

1990 - present

Manager of Visual Presentation and Special Events (partial client list)

Free-lance to produce events and imagery involving music, dance, theater, film and digital media. Special event services include stage, house/production coordination, systems development, graphic design, grant research, fundraising, venue selection and vendor selection/management.

- Rickie Lee Jones tour, developed content and design of print materials approved by the artist, interfaced with venue staff nationally, hired and coordinated volunteers, for Front of House audience outreach.
- Local Coordinator for debut season of Berkshire Jazz Festival, a weeklong multi event culminating in two-day multi stage jazz festival. Managed media relations, audience development; interfaced with venue staff, hired and supervised freelance support staff, production management.
- Vice President of Audience and Artistic Development for Musiclink.com. (V1). Developed outreach campaign, coordinated national meeting at Bearsville studios in Woodstock, New York, wrote copy and press releases, interfaced with management for Ani DiFranco, Jane Siberry, Tony Levin and Al Kooper.

Tufts University Music Department, Somerville, MA
Events Manager and Publicist

1996 - 2000

Hired to create and build the first of its kind events and publicity function within the University system. Managed all activities related for up to 30 events a semester including budgets, payroll, security, catering, media contractors, parking, facilities and customer service for an 800 seat, multi-use facility. Created all position descriptions; recruited trained and developed an entire staff of 15 to 20 paid student employees for concert crew and publicity divisions.

- Attracted additional enrollees to the music department and increased student attendance at events through a grass roots publicity strategy.
- Increased concert attendance 100% over four years while remaining aligned with annual and individual event budgets and procedures.
- Created and filled a Crew Chief position to directly oversee event logistics and team.
- In partnership with Boston University developed a city wide, 5-location show in honor of, and featuring, world-renowned composer Joan Tower.
- Developed publicity staff and improved the sophistication and effectiveness of the marketing effort to include direct marketing, press relations, advertising, flyers and mini-events.
- New department became an outsourcing solution to manage events for other schools within the University, including Bill Bradley's appearance for the Fletcher School of Government.

Blackside Films Inc., Boston, MA
Production Coordinator/Office Manager

1989 - 1992

- Coordinated production for "the Great Depression," an 8-part PBS series.
- Facilitated production logistics including vendor relations, screenings and travel for 4 film teams shooting the award winning PBS production "Eyes on the Prize: Series Two." Managed rights clearance contracts for music, stills and film clips. Oversaw budget and reports to funding sources and advisors.

Boston Ballet, Boston, MA
Production Coordinator

1988 - 1989

Produced large-scale special events for Gala 25th anniversary season. Executed contracts for guest designers. Managed Front of House at Wang Center, Boston.

Great Woods Center For the Performing Arts, MA
Assistant Production Manager

1987 - 1988

Managed in-house production logistics for 50 pop and classical performances per season in a 15,000-seat arena, including meeting all needs (scheduling rehearsal space, fulfilling contract riders, media relations, transportation, etc.) of high profile artists and their staffs.

- Served as Special Assistant to Michael Tilson Thomas during Pittsburgh Symphony residency.

EDUCATION

RHODE ISLAND SCHOOL OF DESIGN, Providence R.I.
Web Design Certificate Program

MILTON AVERY GRADUATE SCHOOL FOR THE ARTS, Annandale on Hudson, NY
Master of Fine Arts, Musical Composition

HAMPSHIRE COLLEGE, Amherst, MA
Bachelor of Arts, Arts Administration and Musical Composition