

# RACHEL CYRENE BLACKMAN

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## Profile

Professional versed in all aspects of events management, audience services, and content delivery on behalf of non-profit, corporate and educational institutions, including music, dance, theater and visual art presentation. Design skills include web site design and development, logos, branding, digital media creation and distribution for individuals and businesses.

## Freelancer

### Cyrene Media

Providence, R.I. 1990 - present

Events Management freelance and consulting for the presentation of the performing arts, conferences, fundraisers. Web site design and digital media development.

- *Production Management Services*: on site staff and vendor staff supervision, audience relations, logistical and technical support for presenters, stage and house management.

- *Pre-production Services*: programming, project management, marketing materials and outreach, media relations, audience development, researching and hiring staff and vendors, budget management.

- *Web Site Design*: page graphic design, information architecture, technical functions, rich media design and development, facilitate domain registration and hosting services.

**Partial Client List:** Berkshire Jazz Festival, Rickie Lee Jones, and The Arts Company, [www.oneineight.net](http://www.oneineight.net), [www.tedor.com](http://www.tedor.com), [www.thomaslane.com](http://www.thomaslane.com).

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## Professional Experience

### Tufts University: Music Department Events Manager & Publicist

Medford, Massachusetts. 1996 - 2000

Developed and fulfilled new senior staff position. Increased audience 100% in four years. Managed all aspects of concert programming and production for up to 30 events per semester. Created branding through print media by developing department logos, calendars and new website. Wrote copy and distributed content for press and public relations. Programmed and scheduled ensembles. Expanded and supervised student staffing. Interfaced with university senior staff, departments and facilities. Hired and oversaw concert technical and hospitality vendors. Produced large scale off campus concerts on behalf of the university. Developed and managed office budget.

### Blackside Films: Production Coordinator

Boston, Massachusetts 1989 -1991

Staff and production support for the award winning PBS series, 14 episode *Eyes on the Prize I and II*, and 8 episode series, *The Great Depression*. Coordinated onsite production services for documentary film teams including pre and post production technical services. Researched and negotiated music and archival rights clearance. Scheduled post production services and vendors. Produced national multi-day conference including services for attendees and presenters, liaison with venue and technical staff. Researched special projects for Henry Hampton including development of "*Songs of My People*" in collaboration with Quincy Jones.

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## *Professional Experience Contd:*

### **Boston Ballet: Production Coordinator**

Boston, Massachusetts 1988 -1989

Contract position for Boston Ballet's Silver Anniversary season. Administered departmental budgets and payroll. Managed guest artist and designer contracts. Produced major off site fundraiser, "The Wrecker's Ball" with board member volunteer committee. Procured city licenses. Worked with lighting and production designers for multi room installations. Managed front of house logistics in partnership with venue staff for performances at the Wang Center.

### **Great Woods Center for the Performing Arts: Assistant Production Manager**

Mansfield, Massachusetts 1987 - 1988 Summer Performing Arts Series.

Managed in-house production management logistics for two seasons at 15,000 seat venue with 50 pop and classical concerts per season. Developed and implemented production management systems. Scheduled and supervised staff including house crew and production assistants. Procured off site rehearsal space. Fulfilled artist's contract riders with management and PR companies for high profile pop and classical artists. Researched and hired specialty vendors including video, instrument and special effects specialists. Administered production office including payroll and budgets. Coordinated concert services with all venue staff including ground crew, security, press office and box office.

## *Education*

**Rhode Island School of Design** — Certification in Web Design and Development 2008

**Bard College/Milton Avery Graduate School for the Arts** — MFA Musical Composition 1992

**Hampshire College** — B.A. Musical Composition/Arts Management 1985

## *Skills*

**Communication and Management:** systems development, short and long term project planning, adjunct and full time staff supervision, interdisciplinary and cross functional collaboration.

**Fine Art and Product Development:** photography, original posters, poetry, music composition. Product creation, development and distribution *afterWords Poetry* word magnet kits.

## *Presenter and Panelist*

**Harvard University:** presenter, Women in Multimedia Conference. 1996

**New England Conservatory:** panelist, film scoring. 1996