

# Art Admin

art.admin@gmail.com • 540-999-0000 • <https://artadmin.weebly.com/>

---

## EDUCATION

**James Madison University (JMU)**, Harrisonburg, VA, May 20XX  
Bachelor of Music: Music Industry; Minor: Theatre

## ARTS ADMINISTRATION EXPERIENCE

**Alumni Association**, *Student Committee Board*, JMU, Harrisonburg, VA, April 20XX - Present

- Advocate for the current JMU student population by advising the Alumni Association on the changing wants and needs of students to build an engaged culture
- Managed events by organizing various networking and Homecoming events for current students and alumni
- Generate content on Instagram through photos and video interviews for large-scale fundraising events

**Note-oriety: Upper Voices A Cappella Group**, JMU, Harrisonburg, VA

*President*, September 20XX - Present

- Empower women through music by establishing community outreach with performances and workshops
- Lead, produce, and market a multitude of live events throughout the semester including four concerts with attendances of over 150
- Create fundraising initiatives and plan of action to raise money for our performances, recording, and music videos

*Business Manager*, August 20XX - April 20XX

- Managed the organization's email account communicating with university administration and clients for booking events, fundraising, and other business relations
- Maintained the organizations calendar to keep track of performances, rehearsals, fundraising events, and activities
- Researched and implemented digital marketing strategies to drive engagement and meet fundraising goal

**Concert Projection and Promotion Course**, JMU, January - May 20XX

- Studied the presentation of concert events from artistic, technical, and business viewpoints by producing a livestream concert to fundraise for a local charity

## INTERNSHIP EXPERIENCE

**Black History Museum and Cultural Center of Virginia**, *Intern*, Richmond, VA, June - August 20XX

- Promoted upcoming events and concerts to patrons over the phone and in-person to enrich their experience while in the downtown, historical Richmond area
- Provided welcoming customer service while assisting with box office sales for museum and bulk tickets

**JMU College of Visual and Performing Arts**, *Intern*, Harrisonburg, VA, September - April 20XX

- Revamped college presentation for the Summer Springboard orientation session for new students and families
- Researched the factors impacting student retention within the college while working remotely

## CAMPUS LEADERSHIP

**JMU Office of Orientation**, *First Year Orientation Guide*, April 20XX - May 20XX

- Served as a peer mentor to a group of 25 incoming first year students and assisted with their transition into college through group discussions, facilitating activities, and personal interactions

**JMU University Program Board**, *Concert Spotlight Committee Member*, September 20XX - May 20XX

- Supported the concert planning committee to bring top entertainment to the student community in Harrisonburg
- Assisted in the production of educational and social programs to enhance the JMU student experience

## SKILLS

Office 365, Google Applications, Adobe Premiere, Instagram, Facebook