

Clara Strickland

Creative Engagement Associate

☎ (847) 555-4036 ✉ clara.strickland@example.com

🌐 linkedin.com/example/clarastrickland 📍 Evanston, IL 60201

STRENGTHS

- ♥ **Youth centered communication**
Families received clear updates during busy programs, and one caregiver later became a regular event participant.
- 📅 **Program coordination**
School visits involved many moving parts. Careful schedules helped artists, educators, and families stay aligned.
- ✓ **Administrative accuracy**
Participant records and budget details stayed current, giving colleagues confidence during reports and follow up.
- 👥 **Community welcome**
At performances, thoughtful answers helped first time visitors feel comfortable asking questions and joining in.
- 📣 **Creative outreach**
Newsletters and collateral turned program details into accessible invitations, helping educators and caregivers act quickly.

SKILLS

Arts Education Youth Programs

Camp Administration CampDocs

Events Chart Database Support

Budget Reconciliation

Project Management

School Partnerships

Teacher Mentoring Newsletters

Social Media Support

Collateral Development

Caregiver Communication

Event Coordination

SUMMARY

Creative engagement and arts administration professional with three years supporting youth arts education, community programs, educator partnerships, camps, performances, and audience communications. Coordinates program logistics, registration, schedules, teaching artists, school relationships, caregiver updates, and public events with dependable follow through. Maintains accurate database records, reconciles budget information, archives event details, and prepares newsletters, website listings, social content, and printed materials. Brings hands on experience with **trauma informed** youth practices, **student matinees**, family engagement, teacher mentoring, **professional development**, and **diverse communities**. Communicates warmly with educators, artists, patrons, families, and staff across concurrent deadlines. Comfortable attending evening and weekend events, visiting schools, supervising youth activities, and representing arts programs with care, clarity, and practical organization.

EXPERIENCE

Creative Engagement Coordinator

North Shore Arts Collaborative 📅 July 2025 - Present 📍 Evanston, IL

Coordinates **youth arts programming**, educator partnerships, family communications, performances, outreach, and administrative systems. Supports program planning, participant records, teaching artist coordination, event delivery, and public representation across diverse communities.

- Planned youth arts programs with **educators**, aligning schedules, materials, and family **communications** for smooth delivery.
- Coordinated performance events with artists and patrons, creating welcoming experiences for diverse community audiences.
- Maintained participant databases and activity records, giving staff reliable information for follow up and reporting.
- Prepared newsletters and **digital collateral**, helping **families** receive timely program details and event updates.
- Supported teaching artist coordination and professional development, strengthening classroom readiness across school partnerships.
- Reviewed **budget records** with staff, resolving discrepancies before program reports reached leadership.
- Represented creative engagement programs at evening events, schools, and family gatherings with clear, warm communication.

Arts Education Program Assistant

City Arts Learning Center 📅 September 2023 - June 2025 📍 Oak Park, IL

Supported student matinees, teaching artist logistics, registration, school outreach, newsletters, and community events. Managed daily administrative details while helping educators, families, artists, and patrons access clear program information and dependable service.

- Coordinated **student matinees** with schools, artists, and front of house teams for orderly arrivals.
- Managed registration records and caregiver inquiries, reducing confusion around schedules, forms, and attendance details.
- Created **monthly newsletters** and **outreach** messages, keeping educators and families connected with upcoming programs.
- Supported teaching artist scheduling, materials, and orientation for classroom and performance based activities.
- Tracked event information in shared records, giving development staff usable documentation for reports.
- Welcomed **patrons** and school groups at performances, responding calmly to questions and access needs.
- Assisted **youth** program planning with staff, translating classroom goals into practical event logistics.

LANGUAGES



MY CAREER



- Creative Engagement Coordinator at North Shore Arts Collaborative (1.2 Years)
- Arts Education Program Assistant at City Arts Learning Center (1.8 Years)

PROJECTS

- School Arts Partnership Series** 📅 2025
Small details shape trust. This year long school arts initiative connected educators, teaching artists, and families through coordinated visits, classroom support, professional development, and clear caregiver communications.
- Community Camp Performance Program** 📅 2024
A camp performance becomes a shared memory. This program organized youth activities, staff coordination, rehearsal logistics, family updates, and a closing event for an inclusive community audience.

LEADERSHIP & AWARDS

- Recognized by program leadership for dependable coordination across youth arts events and school partnerships.
- Selected to support educator communication and family outreach during high attendance community performances.
- Commended by colleagues for calm youth supervision and practical follow through during program changes.

EDUCATION

- Bachelor's Degree in Arts Administration**
Columbia College Chicago 🎓 GPA: 3.7 📅 2023 📍 Chicago, IL
***Coursework:** Arts education, nonprofit management, event planning, public relations, community engagement*

CERTIFICATIONS

- Trauma Informed Youth Programs Certificate 📅 2026
- Youth Mental Health First Aid 📅 2025

TECHNICAL SKILLS

- **Program Administration:** CampDocs, Events Chart, registration workflows
- **Arts Education:** student matinees, dance master classes, classroom support
- **Youth Services:** trauma informed practice, grieving youth training, youth supervision
- **School Partnerships:** public schools, teacher mentoring, educator outreach
- **Camp Operations:** camp schedules, staff training, camper supervision
- **Event Coordination:** performances, reunions, memorial activities
- **Communications:** newsletters, website listings, caregiver communications
- **Marketing Materials:** social media, printed collateral, digital collateral
- **Financial Administration:** budget reconciliation, accounting records, activity records
- **Database Support:** participant records, program records, development reports

PROFESSIONAL AFFILIATIONS

- Arts Administrators of Color Network, member supporting inclusive arts education practice.
- Illinois Arts Education Association, member connected with school partnerships and youth programming.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST