

Alessandra Bennett

Performance Activities Manager

📞 847-555-6138 ✉ alessandra.bennett@example.com

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

STRENGTHS

- 📅 **Calendar coordination**
Aligned rehearsals, venues, rentals, and deadlines across overlapping programs. A clear shared calendar kept teams focused when plans shifted.
- 👥 **Student supervision**
Assigned assistants to event needs and explained procedures plainly. New staff gained confidence before busy production periods.
- 📊 **Budget stewardship**
Tracked Excel budgets, purchase needs, rentals, and variances. Careful review helped administration see operational needs early.
- 💬 **Production liaison**
Connected faculty, musicians, venues, vendors, and technical teams during staged work. Production meetings became more useful and focused.
- 🎵 **Music operations**
Read scores and repertoire lists to verify instrumentation and rental materials. That practical check prevented avoidable event issues.

SKILLS

Ensemble management

Concert production

Staged productions

Rehearsal scheduling

Venue logistics

Technical production Rental music

Contract coordination

Budget monitoring

Staff scheduling Microsoft Word

SUMMARY

Performing arts administrator with three years of progressive experience coordinating university ensemble, concert, and staged production operations. Manages overlapping rehearsal and performance calendars, venue logistics, rental music, **technical production** details, vendor relationships, documentation, budgets, expenditures, and **fixed deadlines**. Supervises student concert assistants, prepares crews for production requirements, and connects faculty, musicians, technical teams, administrators, venues, and **external partners** through clear operational communication. Proficient with Microsoft Word, Excel, Outlook, and shared calendar systems, with working music reading ability and familiarity with orchestral, choral, jazz, chamber, and fully staged production needs. Brings sound judgment during demanding production periods, careful resource tracking, and practical problem solving across campus venues. Ready to contribute dependable **performance operations**, thoughtful staff coordination, and polished event delivery within a university arts environment.

EXPERIENCE

Performance Operations Coordinator

University Performing Arts Center 📅 September 2024 - Present 📍 Evanston, IL

Coordinates university performance operations across orchestral, choral, jazz, chamber, and interdisciplinary programs. Leads calendar integration, venue planning, staged production support, student staffing, vendor coordination, budget monitoring, and activity reporting for events with demanding schedules and fixed production deadlines.

- Integrated rehearsal calendars, venues, **rentals**, and records for overlapping ensemble programs.
- Scheduled student concert assistants around setup, venue procedures, and post event documentation.
- Coordinated staged **production meetings**, technical schedules, rentals, and **production week** changes.
- Built Excel **budgets**, processed **expenditures**, and flagged resource variances for administration.
- Reviewed vendor terms, delivery schedules, repertoire needs, and **rental music** return deadlines.
- Prepared activity summaries covering schedules, operational issues, expenditures, and recommendations.

Concert and Production Assistant

Conservatory Production Office 📅 September 2023 - August 2024 📍 Evanston, IL

Supported concert and staged production delivery within a conservatory environment. Maintained **calendars**, prepared event documentation, tracked technical requirements and rental music, supported venue access, maintained operational records, and trained incoming student assistants in production procedures.

- Resolved rehearsal room conflicts through shared calendar updates and approved schedule changes.
- Prepared stage requirements, **rental music** records, and checklists for ensemble events.
- Tracked technical needs, deliveries, meetings, and venue access during staged productions.
- Maintained expenditure logs, contact records, and **deadlines** with Word, Excel, and **Outlook**.
- Read scores and repertoire lists to verify instrumentation and rental material requirements.
- Trained student assistants in documentation, backstage procedures, **communication**, and venue safety.

Performing Arts Production Practicum

University Project 📅 January 2023 - August 2023 📍 Evanston, IL

Completed supervised **production planning** work focused on concert series coordination and staged production operations. Applied classroom methods to venue selection, **rehearsal scheduling**, performer communication, technical documentation, budget preparation, contract

Microsoft Excel Microsoft Outlook
Music reading Jazz repertoire

LANGUAGES

English Native
Spanish Intermediate

MY CAREER



- Performance Operations Coordinator at University Performing Arts Center (2 Years)
- Concert and Production Assistant at Conservatory Production Office (11 Months)
- Performing Arts Production Practicum at University Project (7 Months)

- review, and operational assessment.
- Planned a supervised concert series with venues, rehearsals, performers, technical needs, and milestones.
 - Built calendars for three ensemble events with competing rehearsals and **fixed deadlines**.
 - Created budgets for venue, **equipment**, and music **rentals**, then reconciled mock invoices.
 - Drafted vendor checklists covering scope, delivery timing, cancellation terms, and dependencies.
 - Supported a staged production simulation through meetings, cue records, and production scheduling.
 - Presented an assessment explaining schedule choices, resource tradeoffs, risks, and recommendations.

PROJECTS

Interdisciplinary Performance Calendar 📅 2023

A crowded rehearsal calendar became a planning exercise in practical judgment. Built an integrated schedule for ensemble, technical, venue, and documentation needs, then presented workable choices for competing deadlines and production risks.

Rental Music and Vendor Planning 📅 2023

Small contract details shaped every production milestone. Created a supervised planning model for rental music, equipment, venue terms, delivery timing, cancellation conditions, invoice review, and return requirements across simulated events.

LEADERSHIP & AWARDS

- Dean's List, North Central College, 2021 to 2023
- Performing Arts Service Award, North Central College, 2023
- Student Concert Board, Production Coordinator, 2022 to 2023

EDUCATION

Bachelor's Degree in Music and Arts Administration

North Central College 🎓 GPA: 3.8 📅 2023 📍 Naperville, IL

Coursework: *Arts administration, music history, ensemble management, production planning, performing arts finance*

CERTIFICATIONS

- Microsoft Office Specialist, Excel 📅 2024
- Arts Administration Certificate 📅 2023

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook
- **Calendar Systems:** Shared calendars, rehearsal calendars, performance calendars
- **Ensemble Operations:** Orchestral operations, choral operations, jazz operations
- **Production Planning:** Concert planning, staged production planning, production week planning
- **Venue Operations:** Venue selection, venue access, venue requirements
- **Rental Administration:** Rental music, equipment rentals, music returns
- **Budget Administration:** Event budgets, expenditure logs, invoice reconciliation
- **Staff Coordination:** Student assistants, event assignments, crew training
- **Technical Production:** Technical schedules, stage requirements, cue documentation
- **Contract Coordination:** Vendor terms, venue agreements, cancellation terms
- **Production Documentation:** Checklists, activity summaries, production records
- **Music Repertoire:** Orchestral repertoire, choral repertoire, jazz repertoire

PROFESSIONAL AFFILIATIONS

- Campus Arts Council, Student Representative, 2021 to 2023
- Student Concert Board, Production Coordinator, 2022 to 2023

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST