
Artistic Director Resume

Job Objective

To secure a position as Artistic Director for a dependable organization on a long-term basis.

Work Experience:

Artistic Director, August 2005 – Present
Junebug Productions, Inc, Duluth, GA

- Fostered the development of good relations with other cultural organizations.
- Communicated to the Board of Directors regularly to give an update on artistic activity.
- Handled technical manual and assisted production staff.
- Provided guidance to guest directors, made budget allocations and worked with designers for visual impact.
- Approved marketing and advertising materials used for publicity.
- Represented and promoted the theatre on radio and TV interviews and spoke to national and community organizations.

Artistic Director, May 2000 – July 2005
Contemporary Arts Center, Duluth, GA

- Coordinated efforts of administrative personnel by integrating ideas and implementing artistic policy decisions.
 - Compiled position papers and policy statements to secure government, corporate and foundation and individual financial support.
 - Created long and short range plans, determined appropriate departmental policies/procedures and made budget expenditures.
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Summary of Qualifications:

- Remarkable experience in Developing, implementing and evaluating art programs
 - Solid understanding of musical theater and music genre
 - Expert in utilizing art to help build greater social and economic justice
 - Proficient with Microsoft Word, Microsoft Excel and Finale
 - Ability to fundraise and to directly and successfully solicit gifts
 - Strong leadership, presales, and presentation skills
 - Skilled in producing concerts and cabarets, direct special events and grant-seeking
 - Excellent customer service skills
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Education:

Bachelor's Degree in Arts, St. John's University, Jamaica, NY

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