

AVERY ELLEDGE

ARTS ADMINISTRATOR

she/her/hers | averyelledge@gmail.com | 210.540.0992

EDUCATION

Baldwin Wallace University
Berea, OH
Bachelor of Music
Music Theatre
Minor: Arts Management

SKILLS

Microsoft Suite
Google Suite
Tessitura (Basic)
Adobe
DSLR Camera
Canva
Video Editing
Mailchimp

HONORS

Baldwin Wallace Presidential
Scholar
2022-24 Cliff Bemis Music Theatre
Scholarship
2023-24 Al Morrill Memorial
Scholarship
Girl Scouts (Bronze, Silver, and
Gold Awards; Leadership in
Action)

LEADERSHIP

BW Music Theatre (BWMT)
Audition Coordinator
BW Conservatory of Music Tour
Guide Trainer
BWMT c/o 2024 Headshot
Coordinator + Representative
BW Treble Choir Vice-President

EXPERIENCE

Playhouse Square, Cleveland, OH

Communications Intern | JAN 2024 – MAY 2024

- Created content for 3 social media accounts (reels, photos, etc.), Playhouse Square blog, and grassroots marketing efforts for the department resulting an overall increase in engagement.
- Provided support to communications staff including assembling digital press kits, pitching social plans and drafting press releases.
- Assisted with on-site media interviews, press release writing, shoots with Playhouse Square's multimedia content and Broadway Series media nights.
- Posted Playhouse Square events to online community calendars.

Manhattan Theatre Club, New York, NY

Company Management Intern | MAY 2023 – SEPT 2023

- Supported the Company Manager by drafting contracts, tracking 500+ Tony Voter's, arranging opening night gifts, and assisting with opening/closing nights for Broadway and Off-Broadway productions.
- Worked closely with two box offices to fill house seat, staff-rate, and hundreds of complimentary ticket requests for the Friedman Theatre and MTC's stage at New York City Center.
- Collaborated with copyright holders to obtain music video rights for Broadway shows and processed paperwork for MTC's commissioned readings.
- Attended interdepartmental and production meetings in preparation for the 23/24 five show season for non-profit organization.

Out of the Box Theatrics, New York, NY

Social Media Assistant | JUNE 2023 – CURRENT

- Collaborating with staff, creative teams, and producers to create content to promote future endeavors, projects and donor gifts.
- Overseeing communication, promotion, listings, and applications for OOTB's New Producer Series, *Born at the Box*.
- Maintaining social media calendar, monthly social media reports and routine email blasts via Mailchimp.

San Antonio Film Festival, San Antonio, TX

Event Management & Marketing Intern | JUNE 2021 – AUG 2021

- Planned and coordinated a 4-day event for 500+ film enthusiasts during the height of COVID-19 Delta variant.
- Collaborated with filmmakers, restaurants, sponsors, venues, printing services, and producers from around the world.
- Refined festival operations and internship program to ensure flawless management in the coming years.
- Promoted festival highlights through Instagram, Facebook and TikTok increasing accounts reached by 22,661%