

AVERY ELLEDGE

ARTS ADMINISTRATOR

she/her/hers | averyelledge@gmail.com | 210.540.0992 | New York, NY

EDUCATION

Baldwin Wallace University | Berea, OH
Bachelor of Music in Music Theatre
Minor: Arts Management
Dean's List Fall 2020 – Spring 2024

SKILLS: Microsoft Office, Google Suits, Tessitura (Basic), Adobe Lightroom, 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

Out of the Box Theatrics, New York, NY

Social Media Assistant | JUNE 2023 – PRESENT

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

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 & General Management Intern | MAY 2024 – 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.

Baldwin Wallace Conservatory of Music, Berea, OH

BWMT Audition Coordinator / Office Assistant / Tour Guide | SEPT 2021 – MAY 2024

- Guided perspective students and parents through the application and audition process via email and phone calls

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- Coordinated a team of student workers and hundreds of auditioning students for five on-campus audition days a year.
 - Handled confidential information with Admissions Office and Music Theatre faculty.
 - Welcomed visitors to campus and enthusiastically guided them through the historic Baldwin Wallace campus.
 - Trained new coming Tour Guides and Music Theatre Audition Coordinator.

Weathervane Theatre, Whitefield, NH

Marketing Intern | JUNE 2022 – SEPT 2022

- Created video promotions, photo flyers and social media content for patrons in the North Country; significantly increasing overall engagement for the intern company.
- Assisted with press days and various donor events.
- Completed pre-show tasks, crew assignments, and shop hours (painting, organizing costumes, gathering props, etc.)
- Supported the Marketing Directors, Company Manager, Development/Ne Works Director and Artistic Directors in daily tasks and projects as needed.

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%

Once Upon a Party, New Braunfels, TX

Event Assistant and Character Attendant | April 2019 – PRESENT (Seasonal)

- Worked with clients and co-workers to elevate the magic of parties, meet-and-greets, photoshoots and events.
- Served as a director for large events; managing 40+ performers, 600+ guests and supportive staff.
- Accommodated clients and company needs in the moment, resulting in Employee of the Season recognition.

Firstmark Credit Union, San Antonio, TX

Consumer Loan Processor | JUNE 2018 – AUGUST 2018

- Processed and funded dozens of loans daily.
- Opened and set up hundreds of membership accounts.
- Created personalized membership welcome packets for mail out.
- Attended professional development seminars and workshops.