

Christy Baumeister

(810) 837-1316

3605 Burgess Rd Deckerville, MI 48427

cabaumeister94@gmail.com

Education

- | | | |
|--|--|-------------|
| – The University of Alabama (Tuscaloosa, AL) | MFA, MBA Theatre: Arts Management | Spring 2021 |
| – Western Michigan University (Kalamazoo, MI)
<i>College of Fine Arts, Lee Honors College</i> | BFA Theatre: Stage Management
Minor in General Business | Spring 2016 |

Work Experience

Marketing Coordinator	UA Theatre and Dance	Tuscaloosa, AL	Jan 2019-Present
------------------------------	-----------------------------	-----------------------	-------------------------

- Assist the Education and Marketing Managers with events and projects
- Develop advertising materials
- House manage productions
- Coordinate with fellow arts management graduate students on the development and management of events

Production Stage Manager	Bay View Music Festival	Petoskey, MI	June 2018-Aug 2018
---------------------------------	--------------------------------	---------------------	---------------------------

- Managed a cast of 56, ages 12 to 65 years old over a 6 week rehearsal process
- Coordinated and ran all meetings and rehearsals; kept detailed records of all meeting notes and rehearsal documentation; responsible for proper execution and consistency of all performances
- Acted as liaison between all creative and technical teams
- Mentored the stage management team of the youth theatre

Administrative Assistant	Sanilac Mutual Insurance Company	Carsonville, MI	May 2013-Sept 2015
---------------------------------	---	------------------------	---------------------------

- Created new filing system
- Wrote applications and created files for new clients, maintained applications and files for current clients
- Daily office work including copying, sending faxes, answering phones, and taking care of client concerns
- Balanced bank accounts, created invoices, and collected payments in QuickBooks
- Updated company forms by transferring typewritten forms and documents into Microsoft Word and Excel

Arts Management Assistant	Western Mich. Univ. Theatre	Kalamazoo, MI	Sept 2014-May 2015
----------------------------------	------------------------------------	----------------------	---------------------------

- Designed bi-weekly email blasts sent to patrons
- Assisted in the organizing and operations of Theatre Guild events and fundraisers
- Prepared bulk mailings for current patrons and potential new patrons
- Served as customer service representative in the box office

Other Work Experience

Costuming Hostess	Walt Disney World Resort	Orlando, FL	Jan 2017-June 2018
Substitute Teacher	Sanilac County Schools	Sandusky, MI	Sept 2016-Jan 2017
Stage Management Intern	Central City Opera	Central City, CO	May 2016-Aug 2016
Production Intern	The Kennedy Center	Washington, D.C.	Jan 2016-April 2016
Assistant Stage Manager	Farmer's Alley Theatre	Kalamazoo, MI	May 2015-July 2015
Stage Management Intern	Boulder's Dinner Theatre	Boulder, CO	April 2014-July 2014

Special Skills

Adobe Photoshop (intermediate)	Patron Manager (intermediate)	First Aid Certified
InDesign (beginner)	Quickbooks (advanced)	Livestock Showman

References

Dominic Yeager Director of Arts Management The University of Alabama (205) 348-3844 dmyeager@ua.edu	Gene Roberts Director of Opera Theatre Metropolitan State Univ. Denver (303) 615-1066 robergen@msudenver.edu	Mark Sheler Instructor Sandusky High School (810) 648-3400 msheler@sandusky.k12.mi.us
--	---	--