

# Nicolette Minella

(She/Her/Hers)

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## Statement of Purpose

**Emerging Producer/Arts Manager** with passions for new works and event planning, proven skills in facilitation and leadership, and a fervent desire to promote equality and antiracism in the arts, collaborate with artists, and reach across creative boundaries at a national level.

## Education

### **Shenandoah Conservatory, BFA Musical Theatre, 2020 - Magna Cum Laude**

Selected to receive the coveted Presidential Scholarship. Excelled in a diverse and rigorous conservatory program combining music, theatre, and dance, while maintaining heavy involvement in main stage performances and extracurricular leadership commitments.

### **Shenandoah Conservatory, MS Performing Arts Leadership and Management, 2021**

Accepted into accelerated Masters program, completing foundational courses while simultaneously fulfilling undergraduate obligations.

## Arts Leadership Experience

### **Administrative Intern, Summer 2020**

#### **LAByrinth Theater Company- New York, NY**

Assisted the LAByrinth staff in conducting their annual Intensive Ensemble on Zoom during the COVID-19 pandemic. Oversaw the creation of multiple schedules per day and daily distribution to all students, facilitators, and staff, including the creation and delegation of multiple Zoom accounts.

### **Assistant to Associate Managing Director, 2019-2020**

#### **Shenandoah Conservatory- Winchester, VA**

Working several hours a week in Elizabeth Albert's office, responsibilities included creating and managing theatre division calendars, organizing spreadsheets, handling theatre space reservations, coordinating travel arrangements and masterclass logistics for guest artists, communicating with the student body, and other tasks within the theatre department.

### **Arts Administration Intern, Summer 2019**

#### **Theatre Forward- New York, NY**

Selected through a competitive application and interview process. Working hands-on with staff, responsibilities included answering phone calls, sending donor acknowledgements, development tasks, database management (Salesforce), social media marketing (Hootsuite), customer troubleshooting for Theatre Forward's Save My Seat discount ticket program, and event planning (ticket order tracking, seating charts, etc.).

### **Playwright's Performance Group Producer, 2016-2020**

#### **Shenandoah Conservatory- Winchester, VA**

Selected over dozens of applicants to serve as one of four producers in a theatre collective that presents weekly plays written, directed, and performed by Shenandoah students. Producer of over 25 pieces, including several festivals. Responsibilities included coordinating script submissions and programming the annual lineup, facilities management, scheduling and overseeing rehearsals, assisting with all creative and technical needs, marketing and public relations, and leading talkbacks after every performance. As an upperclassmen producer, restructured the organization and its practices to showcase new artists, make pieces more diverse and equitable, and create a constitution with rules and regulations. Organized weekly Zoom readings during COVID-19.

### **Alpha Psi Omega Performance Committee Head, 2017-2020**

#### **Shenandoah Conservatory- Winchester, VA**

Selected to lead the Performance Committee in Alpha Psi Omega, a national theatre honor society and the primary source of student activities for the Shenandoah Conservatory theatre division. Responsibilities included planning multiple annual events, coordinating technical components and all marketing needs. Tasked with spearheading the society's annual Lipsync For Your Life, a gala that raises thousands of dollars in scholarships for theatre students.

## **Other Professional Work Experience**

### **JCPenney - Seasonal Omni-Channel Associate - 2018-2019**

Worked in enterprise fulfillment. Picked, processed, and packaged online orders for express shipping and same-day pickup.

### **Sagamore Hills - Seasonal Pool Attendant - Summers 2016-present**

Supervised swimmers, managed concession stand, and maintained pool area cleanliness.

### **Kohl's - Seasonal Associate - 2017-2018**

Ran the cash register around the holidays...and kept a smile on my face.

## **Skills**

Management, Organization, Event Planning, Written/Verbal Communications, Phone Skills, Data Entry (Salesforce), Technology (GSuite, Microsoft Office, Zoom), Social Media/Print Marketing (Hootsuite).

## **References**

Elizabeth Albert- Associate Managing Director, Shenandoah Conservatory

540-665-4545 / ealbert00@su.edu

Liv Amundsen- Communications and Patron Service Associate, Theatre Forward

212-750-6895 / lamundsen@theatreforward.org

Martha Wollner- Visiting Acting Faculty, Shenandoah Conservatory

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