

MICHELLE SOMEONE

444 Street Name, City Name, VA 22601
(444) 444-4444 emailaddress@su.edu
www.professionalwebsite.com

OBJECTIVE

To obtain the position of Office Manager for Parsons Dance

EDUCATION

Master of Science in Performing Arts Leadership and Management

Shenandoah Conservatory, Winchester, VA

Anticipated Graduation: May 2016

Bachelor of Fine Arts in Dance

Shenandoah Conservatory, Winchester, VA

Graduated May 2015

RELEVANT EXPERIENCE

Student Assistant

August 2013 – May 2015

Shenandoah University Dance Division, Winchester, VA

- Drafted and edited department documents and schedules
- Conducted research, filed and archived department materials
- Set up and broke down the stage sets, lights, props, and dance floors
- Daily maintenance of the dressing rooms as well as rehearsal and performance spaces
- Operated as the stage manager and house manager for various productions

Marketing Intern

June – August 2015

Urbanity Dance, Boston, MA

- Drafted email newsletters, eblasts, press releases and social media content
- Researched community engagement and outreach opportunities
- Managed the database and organized merchandise fulfillment

Student Assistant

August 2011 – May 2013

Shenandoah University Campus Mail Center, Winchester, VA

- Acted as a customer service representative, and assisted in managing supplies sales
- Sorted incoming paper mail and documents
- Delivered incoming mail, and packaged, weighed, and metered outgoing mail

Project Coordinator

April – August 2013

JoshuaLegg/DanceProjects, Winchester, VA

- Researched and contacted performance and master class space vendors
- Obtained necessary permits and arranged performances with local arts organizations
- Maintained the company website and wrote press releases
- Acted as the contact liaison between the Artistic Director, the press, and patrons

PROFESSIONAL EXPERIENCE

JoshuaLegg/DanceProjects, Winchester, VA

2013 – Present

Light Plays on Frost (premiere)

The Loudoun Project: Water Study (premiere)

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RELATED EXPERIENCE

Dance Instructor/Choreographer Old Opera House, Charles Town, WV	September 2015 – Present
Dance Instructor Italia Performing Arts, Winchester, VA	September 2015 – Present
Dance Instructor/Choreographer Rhythm N Motion Dance, Martinsburg, WV	September 2013 – Present
Teaching Artist Urbanity Dance, Boston, MA	July – August 2015
Dance Instructor/Choreographer Clarke County Parks and Recreation, Berryville, VA	2011 – 2014
Dance Instructor/Choreographer Camp Gordon-Clark, Hanover, MA	2009 – 2012
Dance Instructor/Choreographer YMCA Mill Pond, Hanover, MA	2008 – 2011

CHOREOGRAPHY EXPERIENCE

Dance Works Festival , Martinsburg, WV “How We Are Made: Semi-Automatic Replay”	March 2015
Rhythm N Motion Dance , Martinsburg, WV “Show Me How You Burlesque” “Cups” “Smooth Criminal” “Good Ship Lollipop” “Diamonds are a Girls Best Friend” “When You Wish Upon a Star”	June 2015 Advanced, Theatrical Tap Intermediate Tap Beginner Tap Ballet-based Creative Movement Theatrical Tap Ballet-based Creative Movement
Shenandoah Conservatory , Winchester, VA “Hear Me”	October 2014
Rhythm N Motion Dance , Martinsburg, WV “Dani California” “Rock-A-Hula” “Le Vent de L’hiver”	June 2014 Advanced Tap Intermediate, Theatrical Tap Contemporary
Shenandoah Conservatory , Winchester, VA “A Warm Place”	December 2013
Shenandoah Conservatory , Winchester, VA “102 Minutes/11-175”	October 2013