

CAITLIN HEALY

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EXPERIENCE

Greater Hartford Arts Council | Hartford, CT

Community Investment Manager | May 2019 – July 2020

- Oversee grant portfolio of \$2 million that supports arts nonprofits with operating and program funds.
- Manage application cycle, from initial application to final reporting.
- Recruit volunteers for application review panels on a bimonthly basis.

University of Connecticut: Music Department | Storrs, CT

Ensemble in Residence Program Manager | September 2016 – May 2019

- Produce UConn Music Ensemble performances in the UConn Regional Campus areas.
- Duties include booking venues, promoting events, and arranging musician's travel and meals.
- Coordinate with the School of Fine Arts Business Manager to reconcile program expenses.

Marketing and Operations Manager: von der Mehden Recital Hall | October 2017 – May 2019

- Coordinate schedule for events including rehearsals, performances, classes and rentals.
- Manage production of marketing materials for all Music Department performances.
- Oversee the Box Office, including ticket sales and cash reconciliation.

Goodspeed Musicals | East Haddam, CT

Box Office Representative | June 2018 – February 2019

- Provided customer service to patrons of the Goodspeed Opera House and The Norma Terris Theatre.
- Assisted patrons with the purchase of tickets, memberships and subscriptions.

Audubon Arts: Neighborhood Music School | New Haven, CT

Arts Assistant | June 2018 - August 2018

- Planned daily visual arts lessons for students, ages 8-11.
- Guided students on the creation of sets, props, and costumes for their musical theatre productions.

Mystic Aquarium | Mystic, CT

Admission and Membership Associate | May 2017 - August 2017

- Processed membership sales and admission tickets.
- Provided customer service to guests.

Emerson College: Office of the Arts | Boston, MA

Company Manager | February 2014 - August 2016

- Provided Company Management to ArtsEmerson, HowlRound, and The Office of the Arts.
- Duties included coordinating housing, travel, ticket requests, and hospitality for all visiting artists.
- Managed and reported expenses and ensured expenses aligned within an established budget.

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Williamstown Theatre Festival | Williamstown, MA

Assistant Company Manager | June 2013 - September 2013

- Supervised interns on day to day tasks including, transportation and changeover of artist housing.
- Assisted in arranging housing accommodations and travel for a company of 350+ members.

Massachusetts Museum of Contemporary Art | North Adams, MA

FressGrass Festival & Solid Sound Festival Artist Services Assistant | June & September 2011 - 2019

- Acted as onsite manager for all Artist Services staff.
- Served as the main point of contact for visiting artists and crew.

Performing Arts Administration Intern | September 2010 - December 2010

- Created syllabus for Art Assembly, an educational performance for local K-4th graders.
- Researched upcoming artists for the 2010/2011 season.

Sol LeWitt: A Wall Drawing Retrospective Company Manager Intern | June 2008 - September 2008

- Managed 32 interns for all educational requirements, housing requests, and needs during their internships.
- Resident Advisor and liaison on campus between Williams College, MASS MoCA, and Sol LeWitt Interns.

Gobbo Films, LLC | North Adams, MA

Marketing Coordinator, September 2011 – June 2012

- Administered and updated films website and social media outlets.
- Organized private screenings and fundraisers, including an IndieGoGo Campaign.

MCLA's Berkshire Cultural Resource Center | North Adams, MA

North Adams Open Studios Program Coordinator | 2011 & 2013

- Composed press releases for local media outlets and an article for the Berkshire Visitors Bureau.
- Collaborated with the graphic designer on marketing materials including posters, postcards and maps.

Associate Program Coordinator | June 2011 – September 2011

- Assisted Program Coordinator with various programs including, Gallery 51, MCLA Presents!, and B-HIP.
- Produced weekly e-blast, with city-wide cultural events; distributed to a list of over 5,000 people.

EDUCATION

Master of Fine Arts | Arts Administration | 2019

University of Connecticut | Storrs, CT

Bachelor of Arts | Magna Cum Laude | Arts Management, Minor in Art | 2009

Massachusetts College of Liberal Arts | North Adams, MA | Alpha Chi National Honor Scholarship Society

SKILLS

Event Management | Exhibition Coordination | Project Management | Customer Service | Marketing | Mac OS
Microsoft Office | Basic HTML | Word Press | Mail Chimp | TicketLeap | Tessitura | Patron Manager