

ANDIE WEINER

ARTS ADMINISTRATOR

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SKILLS

Microsoft Suite • Google Suite • Tessitura v. 15 • Project Management • Event Management • Schedule Coordination • Budgeting • Playwriting • Set and Costume Design • Attention to Detail • Theatre/Music Education • Intermediate Piano • Alto

EDUCATION

Bachelor of Science in Theatre and Psychology

Northeastern University, Boston, MA • 2020-2024 • 3.79/4.00 GPA

Relevant Coursework: Dramatical Inquiry, Theatrical Design, Acting for the Camera, Theatre and Society, Activism and Performance, Creative Capstone, Psychology of Linguistics, Developmental Psychology, Cognitive Psychology, Seminar in Cognitive Psychology, Creative Cognition

WORK EXPERIENCE

Boston Symphony Orchestra

Development Co-Op • July 2023-December 2023 • Boston, MA

- Coordinated weekly schedules for 200 volunteers
- Handled invoicing and scheduling of private tours of Symphony Hall
- Tracked RSVPs and facilitate Development Events
- Provided support for Donor Relations in proofing program books, researching gift agreements, and coordinating backstage photography

Northeastern University

Teaching Assistant, EEAM 2000 • January 2023-April 2023 • Boston, MA

- Conducted mock interview sessions with students preparing for job applications
- Facilitated alumni and student panels regarding career opportunities in the arts
- Assisted Co-Op faculty in revamping EEAM 2000 for all majors in the College of Arts, Media, and Design

Wayfair

Creative Project Management Co-Op • January 2022-June 2022 • Boston, MA

- Aided the Supplier Marketing team in executing marketing campaigns using the AgileScrum method
- Collaborated with creative copywriters and designers to create best practices and timelines for marketing campaigns

2nd Act, Inc.

Administrative Intern • May 2021-August 2021 • New England, US

- Delivered administrative tasks during company merger
- Created social media content for fundraising campaigns and weekly performances
- Managed online databases of donors and event attendees

AWARDS

- Gideon Klein Holocaust Legacy Foundation Scholar, 2023-2024
- Dean's List, Northeastern University-Spring 2021, Fall 2021, Fall 2022, Spring 2023
- Best Arrangement-A Cappella Palooza, Berkshire School, Spring 2022

LEADERSHIP EXPERIENCE

- President-The Downbeats A Cappella (2022-2024)
- DJ-WRBB Radio 104.9 FM (2022-2024)
- Treasurer-Music in Hospitals and Nursing Homes Using Entertainment as Therapy (MIHNUET) (2021-2024)
- Designer-Silver Masque Theatre Company (2022-2023)
- Tour Guide-Husky Ambassadors (2022-2024)