

301-233-4175

Maddie Gaw

maddiegaw@gmail.com

Qualifications

- Strong background in managing project deadlines, conducting, delegating and organizing research
- Strong background in copywriting, crafting material for press releases, subscription brochures and grants
- 4 years patron service experience, facilitating communication, executing financial transactions, booking reservations and ensuring overall patron satisfaction
- Proficient with Microsoft Office, Google Drive, Slack, FreshDesk, Trello, Wordpress, Craft CMS, Mailchimp, InDesign, Revel, Audience View and Spektrix

Employment History

Development Associate Berkeley Repertory Theatre (Berkeley, CA) Aug. 2017 – Present

- Process gifts and generate acknowledgments for individual and corporate donors
- Liaison between vendors and donors for donor benefits fulfillment and gift recognition

Literary Manager Playwrights Foundation (San Francisco, CA) June 2017 – Present

- Administer the script submissions process for Bay Area Playwrights Festival and other Playwrights Foundation programs
- Supervise Literary Associate and Literary Intern and recruit National Reading Committee and Literary Council

Guest Services Agent Curran (San Francisco, CA) Aug. 2016 – July 2017

- Facilitate all customer communications and transactions in box office, over the phone and over email
- Assist Marketing Manager, Group Relations Manager and Guest Services department on research projects

Conference Logistics Coordinator LMDA (Berkeley, CA) Aug. 2016 – June 2017

- Scouted locations in Berkeley for conference venues and housing; created local guidebook
- Hired, trained and supervised conference volunteers; triaged A/V and space issues during conference

Literary Apprentice Marin Theatre Company (Mill Valley, CA) Aug. 2015 – June 2016

- Managed all project deadlines for busy and robust literary office
- Authored material for press releases, brochures, study guides, grant applications and grant report narratives

Artistic Apprentice Cleveland Play House (Cleveland, OH) Aug. 2014 – June 2015

- Played a key role in organizing department events, including interactive discussions with large audiences
- Maintained several department databases and managed related e-mail accounts

Group Sales Coordinator Round House Theatre (Bethesda, MD) Sept. 2013 – July 2014

- Actively targeted and recruited new groups and oversaw all aspects of group patron experience at the theatre
- Staffed box office, serviced patrons in effective and cordial manner with all web, phone and in person transactions

Education

B.A. – Liberal Arts, Concentration: Theatre Arts and Historical Studies, **Sarah Lawrence College** (2013)
Honors and Activities: Spencer Barnett Memorial Prize in Latin American Studies nomination, 2011.

References Available Upon Request