

Julie-Anne Whitney

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EXPERIENCE

BOSTON COLLEGE THEATRE DEPARTMENT (Chestnut Hill, MA)

Department Administrator: February 2014 – present

Managing all operations, communications, and business transactions for the undergraduate BA Theatre program and the co-curricular six-play production season. Reporting and accounting of multiple Department budgets. Designing and distributing all marketing and promotional materials for productions and events. Planning and managing special Department events (lectures, workshops, info sessions). Responsible for student enrollment in Department courses. Primary contact with outside vendors, guest artists, special lecturers, and production designers. Maintaining the Department website. Supervising student office assistant team.

THE LYRIC STAGE COMPANY (Boston, MA)

Assistant Front-of-House Manager: Apr 2011 - present

Prepping outer and inner lobbies, managing all patron issues (double seating, ticket exchanges, personal complaints) during performances in the 250-seat theatre; training and supervising ushers; generating nightly house reports with details about the performance, monitoring building/venue maintenance needs, audience feedback, and concessions sales.

BOSTON LYRIC OPERA (Boston, MA)

Marketing Communications Manager: May 2013 - January 2014

Interim Audience Services Manager: Jun 2013 - Jan 2014

Marketing Coordinator: December 2012 - May 2013

Audience Services Associate: April 2012 - December 2012

Marketing Communications Manager: Managed all online marketing efforts including Facebook, Twitter, YouTube, and Blogger; ensuring consistency of tone, voice, and message. Designed and executed all patron e-mail communications. Planned and lead weekly inter-departmental Communications meetings and maintained Master Communications Schedule. Coordinated and planned all Young Professionals (PRIMA) events in conjunction with BLO restaurant partners. Gathered, organized, and edited materials for each production Playbill. Provided feedback and support for print publications through copy editing for the Design Manager and the Director of Marketing and Communications.

Interim Audience Services Manager: Managed subscription sales for 2,000+ patrons for BLO's three main stage productions at the 1,600-seat Shubert Theatre. Managed financial reconciliations for the four-production season. Primary liaison between BLO and the Citi Center box office; managed ticket inventory, special promotions, ADA and House seating, and other related negotiations. Built performance venues, subscription packages, and price types in Tessitura, and maintained continuity in all constituent files. Project Manager for the Opera Annex production; prioritized seating for subscribers, processed ticket orders for all single ticket buyers; collaborated with the BLO Production team to design the seating chart; supervised the hiring and training of temporary front-of-house staff for the Annex space.

CAPITOL CENTER FOR THE ARTS (Concord, NH)

Executive Assistant (May - December 2008; July 2009 - August 2010)

Maintained Executive Director's professional schedule by managing internal and external meetings, and booking miscellaneous travel arrangements. Responsible for direct correspondence via e-mail and letter between patrons & staff on the Director's behalf. Helped organize Member and community events. Took minutes at quarterly Board meetings. Created and maintained an office filing/archival system.

PUBLICATIONS

HUFFPOST WOMEN

- ❖ “We Can Only Hope” ; HuffPost Women blog (April 2013)
 - > Reflections on Boston Marathon bombings

LYRIC STAGE COMPANY OF BOSTON

- ❖ “Harry Hay’s America” ; company blog (April 2012)
 - > Dramaturgical piece for the production of Jon Marans’ *The Temperamentals*

GUEST SPEAKING & WORKSHOPS

LYRIC STAGE COMPANY OF BOSTON

- ❖ Volunteer Usher Orientation, Coordinator & Speaker (July 2015)

BOSTON COLLEGE THEATRE DEPARTMENT

- ❖ Introduction to Meisner Technique for cast of *One Flew Over the Cuckoo’s Nest*, Workshop Leader (January 2015)

NH EDUCATIONAL THEATRE GUILD (NHETG)

- ❖ Theatrical Career Pathways, Special Alumni Panelist (October 2014)
- ❖ Working in the Arts: Practical Tips, Guest Speaker (October 2014)
- ❖ Theatre in Boston: Opportunities, Guest Speaker (October 2014)
- ❖ Headshot & Resume Clinic, Workshop Leader (October 2014)
- ❖ Scene Study Techniques, Workshop Leader (October 2009)
- ❖ Finding the Right Monologue, Workshop Leader (October 2009)
- ❖ Basic Approaches to Shakespeare’s Text, Workshop Leader (October 2009)

SKILLS

OFFICE: Mac/PC, Publisher, PowerPoint, Word, Excel, Outlook, G-mail

E-MARKETING: Wordfly, Constant Contact, PatronMail, Adobe CQ, Wordpress, Blogger

SOCIAL MEDIA: Facebook, Twitter, Instagram, YouTube, LinkedIn, Pinterest

TICKETING: Tessitura, Audience View, Theater Manager, ProVenue

CREATIVE: I-Movie, photography, scrap booking

EDUCATION

PLYMOUTH STATE UNIVERSITY (Plymouth, NH; 2004-2008)

- ❖ BA Theater Arts, Acting Option; Magna Cum Laude
- ❖ Minors in Creative Writing & American Literature

REFERENCES

Spiro Veloudos

Producing Artistic Director
Lyric Stage Company of Boston
(617) 585-5681 (office)

Crystal Tiala

Theatre Department Chair
Boston College
(617) 552-4334 (office)

Joanna Mahoney

Former Audience Services Manager
Boston Lyric Opera
(413) 896-6562 (cell)

Elizabeth Daily

Former Theatre Department Chair
Plymouth State University
(603) 535-2499 (office)