

MATTHEW LUMINELLO

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Rowan University

www.matthewluminello.com

M.A: Theatre Arts Administration 4.0 GPA

Professional Purpose Statement:

I believe that theater has the power to change a person's life, as it has mine. Combining my passion for theater with my commitment to strategic planning, I seek an executive leadership role serving a company that works to inspire, enlighten, and challenge the public through the Arts.

THEATRE OPERATIONS INTERN JIJAMCYN THEATRES JANUARY 2020-APRIL 2020

- Customer Service (Respond to tickets on ZenDesk; Assisting Patrons with company Past-Dating Ticket policy; Organizing and Returning Lost and Found items; Confirm ADA Accessible Seats; Phone and Email Communication)
- Administrative (Recording staff attendance; Scanning Financial Reports; Finding Staff Coverage; Completed Assigned Projects; Answering Phone Calls; Preparing Shipping, Mailing and Tracking)
- Assisted House Managers at Performances (Checking Safety Protocol; Attending to Production Needs, Customer Service assistance)

USHER (MEMBER OF LOCAL 306) NOVEMBER 2017 – JANUARY 2020

- Worked as Part of a Team to Ensure Patrons have an Exceptional Theatergoing Experience.
- Executed Front of House Protocol and Safety Procedures.

REPRESENTATIVE BROADWAY CLASSROOM NOVEMBER 2017 – MARCH 2020

- Oversaw Client-Based Theatre Workshops taught by Broadway Industry Professionals for School Groups, Scout Troupes, Senior Citizens, International Groups, etc.
- Coordinated Studio Space and Workshop Materials.
- Communicated with Talent and Clients Prior to Workshop.

FALL DRAMA DIRECTOR KINNELON HIGH SCHOOL SEPTEMBER-NOVEMBER 2019

- Planned Production Rehearsal Calendar and Agenda.
- Maintained Production Budget and Expenses; Production Contracts.
- Communicated with Students, Parents, and School Administration about production needs throughout.

MARKETING INTERN SPOTCO FEBRUARY –MAY 2017

- Managed Individual Schedule that Met Multiple Project Deadlines.
- Promotions and Events Assistant:
 - *The Play That Goes Wrong* (Opening Night Cake Delivery Social Media Promotion)
 - *World of Dance* (Researched Dance Companies to Participate in Series Kickoff Event; Swag Bag Delivery)
 - *The Great Comet* (Collated Sheet Music for Promotional Concert)
 - *Waitress* (Cast Album Karaoke Event Liaison)

SEASONAL MARKETING ASSISTANT 14th STREET Y THEATER OCTOBER- DECEMBER 2016

- Social media (i.e.; all Major Platforms; Content Creator, Video Editing, Budgeted Campaigns)
- Arranged Listings with TDF and other Theatre Publications.
- Researched Group Sales Partnerships (i.e.; Private Schools; Social Groups; Religious Organizations; etc.)
- Special Events (i.e.; Facilitate Gala Opening Night, Private School Performances)

PRODUCTION ASSISTANT THE DOO WOP PROJECT JUNE 2016- JUNE 2018

- Social Media: (i.e.; Creating a Brand and Marketing Strategy; Designing a Content Schedule; Publishing Posts; Purchasing Digital Ads; Overseeing Contests.
- Administrative Support (i.e.; Cataloguing and Shipping CD Orders; Travel and Flight Coordination.

MARKETING ASSISTANT MORRIS MUSEUM FEBRUARY 2016- FEBRUARY 2017

- Social Media (i.e.; All Major Platforms; Scheduled Posts using Hootsuite to promote exhibitions and events; Content Creator; Filmed and Edited Video; Budgeted Campaigns and Boosts)
- Marketing Campaigns: (i.e.; Brainstorm, Create and Execute Campaigns; Copyedited and Wrote Press Releases for Local Publications; Outreach Research)

INTERN KEITH SHERMAN AND ASSOCIATES PUBLIC RELATIONS JANUARY-JUNE 2015

- Administrative Support (i.e.; Social Media; Catalogued Client Periodicals; Researched Press Outlets for Clients; Proof-reading, Copy Editing, Faxing, Scanning, Copying, Filing, Mail).
- Press Events (i.e. Coordinating Room Set Up, Designating Press Areas, VIP and Press Check In, Creating Face Sheets, Attending to VIP's, Red Carpet)

STOMP COMPANY MANAGEMENT INTERN FRANKEL GREEN THEATRICAL SEPTEMBER 2014- JANUARY 2015

- Created Performance Gross and Daily Wrap Reports using Microsoft Excel.
- Managed Charity Events Ticket Donation Vouchers.
- Maintained Individual Cast Costume Allowance Budgets.

SPECIAL SKILLS: Knowledge of the Arts and Arts Education; Microsoft Office Suite; Google Suite; Zoom; Time Management; Problem Solving; Decision Making; Works Well Under Pressure; Relationship Building; Excellent Phone Demeanor; Multi-Tasking; Administrative Support; Hospitality; Punctuality; Writing; Communication; Organization; Creativity; Copy- Editing; Record Keeping Attention to Detail; Discretion; Project and Goal Oriented.