

ALEXIS CONVENTO

Experienced arts administrator and producer, founder of a performing arts non-profit, seeking independent and collaborative opportunities to create projects at scale.

207 Avenue B, Apt 7R
New York, NY 10009
215.605.1553

alexis@alexisconvento.com
alexisconvento.com

> PROFESSIONAL EXPERIENCE

Arts Manager Fellow

The Field's Field Leadership Fund // New York, NY // 2015-Present

The Field Leadership Fund is a fellowship that offers opportunity, remuneration and access to artists, arts organizations and arts managers who want to be a leader in their field.

- Artist/arts organization development & management

Founder, Producing Director, Lead Curator

the CURRENT SESSIONS // New York, NY // 2011-Present

A performing arts organization that presents contemporary work by emerging artists, domestic and international. Programming includes curated multi-group performance festivals, artist residencies, creative workshops and panel discussions.

- Management of an administrative & production staff of 10
- Development, curation & execution of programming
- Secure strategic partnerships with other brands & organizations
- Creation & maintenance of yearly & per-project budgets
- Copywriting experience: LOIs, RFPs, grant writing, press releases
- Social media strategy & implementation, email marketing, website design

Editor, Writer and Events Coordinator

Union x Bond magazine // Brooklyn, NY // 2014-2015

Online publication featuring Gowanus Hospitality Group venues and brands.

- Development of posts 2-3 times weekly: arts & culture, events & food
- Programming of creative workshops, art classes, exhibitions, community events
- Creation of analytic reports to efficiently increase reader engagement

Administrator, Production Coordinator

Gowanus Art + Production // Brooklyn, NY // 2013-2015

Arts division for Gowanus Hospitality Group, presenting dance, music, theater, opera and film at The Green Building, 501 Union and Sky Gallery.

- Planning & execution of 40+ events per year
- Project management including drafting contracts, obtaining permits, timelines & budget
- Technical coordination & on-site management of artists
- Copywriting & design for press & web, website maintenance
- Film & photo location management, development of location rates, client contracts

> EDUCATION

BFA, Dance // New York, NY // 2008
Fordham University with the Ailey School

> SKILLS

Team Leadership
Artist & Client Management
Copywriting & Copyediting
Building Spreadsheets
Contract Writing
Branding & Identity
Social Media Strategy
Photo & Video Editing
Print & Web Design
Grant Writing
Film / Photo Location Sales
Bar Management
Knowledge of Point of Sales Systems

> TECHNICAL FLUENCY

MS & Apple Office Applications
Google Drive / Dropbox
Squarespace / iWeb
Google Analytics
Mailchimp / Constant Contact
Social Media Analytics
Hootsuite / Buffer
FinalCut Pro / iMovie
Adobe Photoshop
HTML / CSS
POS: Square, Aloha, Squirrel

> REFERENCES UPON REQUEST

> ADDITIONAL INFO

For further details or an events addendum, contact Alexis directly at alexis@alexisconvento.com.