

JULIE-ANNE WHITNEY

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EXPERIENCE

Mount Auburn Cemetery

Cambridge, MA | Aug 2022 – Present

Public Events Producer

- Curating and managing all public programs (i.e. performances, screenings, tours, lectures, panel discussions, and special events), including the MAC Artist-in-Residence program. Acting as the organizational face for all public on-site and virtual programs (i.e. welcoming and orienting guests, facilitating discussions with artists and speakers, etc).
- Planning and managing the signature annual December event *SOLSTICE*. Coordinating all event details and planning efforts with external partners (i.e. Masary Studios, Corinthian Events, Fyfe Design, and Denterlein PR, among others), ensuring a cohesive message, design, and tone. Collaborating with cemetery services, horticulture, and facilities teams by coordinating space usage and protection, creating event maps and floor plans, managing equipment rentals, assigning and training event staff, etc. Collaborating with Institutional Advancement to secure event sponsors, and managing the \$600,000+ event budget.
- Working closely with Cemetery staff, guest artists, and external vendors to ensure a welcoming, accessible, and inclusive experience for nearly 200,000 visitors a year while respecting 175 acres of historic land that includes 5,000 trees and 10,000 plants, hundreds of sculptures, and abundant wildlife.

Boston College Theatre Department

Chestnut Hill, MA | Feb 2014 – May 2021

Administrative Assistant

- Co-planned and managed all Department events including lectures, workshops, and receptions.
- Primary contact and organizer for vendors, guest artists, lecturers, and production designers (i.e. coordinating travel and accommodations, event planning/scheduling with their assistant(s) and in-house event staff).
- Monitored multiple Department budgets. Organized and processed all vendor and designer payments.
- Designed, managed, and wrote copy for all digital marketing and print material for Department productions and events (i.e. press releases, event flyers, social media content, production programs, etc).
- Supervised and mentored student office assistant team; delegated special projects and marketing assignments.

Lyric Stage Company

Boston, MA | Apr 2011 – Apr 2016

Front-of-House Manager / Assistant Box Office Manager (part-time)

- Managed all patron concerns including subscription and single ticket purchases, ticket exchanges, double-seatings, personal complaints, and emergencies in a 240-seat theatre. Ran daily wrap, performance settlement, and nightly house reports.
- Supervised and trained house managers, box office staff, and the volunteer usher team.

Boston Lyric Opera

Boston, MA | Mar 2012 - Jan 2014

Marketing & Communications Manager (promoted from Marketing Coordinator)

- Planned and lead weekly inter-departmental Communications meetings. Maintained the company's Master Communications Schedule.
- Gathered, organized, and edited copy for all production programs and other print publications. Managed digital marketing for all productions. Designed and executed all patron e-mail communications.
- Co-planned and managed young professional events in conjunction with local restaurant partners.

Interim Audience Services Manager (promoted from Audience Services Associate)

- Managed subscription sales for 2,000+ patrons for three main-stage productions at the 1,600-seat Shubert Theatre. Primary liaison to the Boch Center box office team (formerly the Citi Center for the Performing Arts). Managed ticket inventory, special promotions, ADA and House seating, and other related negotiations. Managed all financial reconciliations. Built performance venues, subscription packages, and price types in Tessitura.
- Project Manager for the Opera Annex production at The Castle at Park Plaza (500 seats). Prioritized seating for subscribers, processed single ticket orders, collaborated with BLO Production team to design the seating chart, selected and trained the volunteer usher team.

VOLUNTEER

**Boston Theater Mirror
Independent Reviewer**

Boston, MA | Aug 2019 – Jun 2022

- Writing thoughtful, critical reviews of local professional theater productions.

**Young Nonprofit Professionals Network
Programming & Events Ambassador**

Boston, MA | Aug 2016 – Dec 2016

- Organizing the logistics and content of monthly networking and professional development events.

PROFESSIONAL DEVELOPMENT

**Kennedy Center American College Theater Festival
Workshop Participant**

Danbury, CT | Jan 2017

- Creating and Producing Your Own Work
- Writing Short Plays with a Punch
- Design Collaboration: Working With New Plays
- Telling Fiction From Fact: Writing Plays Based on Real Events

**StageSource Theater Conference
Workshop Participant**

Boston, MA | Jun 2015

- Telling Our Stories to Create Change
- Developing a Play by Producing It

SKILLS

Creative: Canva

E-Marketing: Adobe CQ, Constant Contact, Hootsuite, PatronMail, Wordfly

Events: Planning, organizing, managing, staffing

Office: G-mail/Drive, Mac, Microsoft Office, Outlook, PC, PowerPoint, Publisher, Zoom

Social Media: Facebook, Instagram, Twitter

Ticketing: Audience View, ProVenue, Tessitura, Theater Manager

EDUCATION

Lesley University

Cambridge, MA | 2022

- MFA in Creative Writing | Writing for the Stage & Screen

Plymouth State University

Plymouth, NH | 2008

- BA in Theater Arts | Acting concentration
- Minors in Creative Writing & American Literature