

Corinne Hart

Freelance Arts Administrator

The partnership of an extensive artistic education with advanced administrative skills elevates each organization with which I have the pleasure of working.

Contact Information

corinne.hartt@gmail.com
www.corinnehart.com
www.linkedin.com/in/corinnehart/

Work Experience

Web Designer & Administrative Assistant

HOLDTIGHT Company, 2021–Present

- Design & execute a complete website redesign in Squarespace (www.holdtightcompany.com)
- Craft & implement a brand identity package for the organization across all digital and print materials
- Maintain a grant application calendar, compose grant applications, & consult on development efforts & strategies

Director of Operations,

WADE Dance INC., 2019–Present

- Conduct day-to-day project coordination, planning, and implementation across all staff
- Compose grant applications, annual fundraising letters, & general outreach campaigns
- Content creator & manager for digital marketing materials & social media

Executive Administrator & Professional Dancer,

Cherylyn Lavagnino Dance, 2017–Present

- Composes grant applications, annual fundraising letters, residency outreach campaigns, & educational outreach campaigns
- Content creator & manager for digital marketing materials & social media
- Rehearsal Director for all company residencies

Studio Manager, Modern Teacher, & Assistant Teacher,

RIOULT Dance Center, 2018–2019

- Managed all studio rental inquiries & transactions (highest grossing stream of income for the entire organization)
- Oversaw building facilities & general Human Resources requirements
- Facilitated a streamlined work environment between full-time and hourly employees by acting as a liaison and relaying essential information daily

Educational History

New York University

2014–2017

- BFA in Dance, Tisch School of the Arts
- Minor in Nutritional Studies, Steinhardt School of Education

Skills & Proficiencies

Squarespace, Wix, Mailchimp, Mindbody, G Suite, Microsoft Teams, Apple Pages, Dropbox, Vimeo, YouTube, iMovie, Canva, grant writing, proofreading, copywriting, social media strategy & management