



Megan Elizabeth Bandelt

meganbandelt@gmail.com

www.meganbandelt.com

Experience

PUBLIC RELATIONS ASSISTANT, NICOLE COLBERT DANCE/THEATER, NYC, NOVEMBER 2017-MARCH 2018

- Assist with devising press release, listings, marketing structure and operations for performance at Brooklyn Arts Exchange (BAX)

GRADUATE ASSISTANT, BROOKLYN COLLEGE, NYC, SEPTEMBER 2016-JUNE 2017

- Assisted MFA Performing Arts Department Head with research for manuscript by conducting personal interviews and transcribing them.

BARISTA, LA COLOMBE COFFEE ROASTERS, NYC, APRIL 2016-PRESENT

- Provide expedient service and pleasant customer service, along with maintaining cleanliness and quality coffee.

MARKETING COORDINATOR, FRIGID NEW YORK AT HORSE TRADE, NYC AUGUST 2014-MAY 2017

- Train FOH managers and box office staff to appropriately execute ticketing transactions and assisting patrons
- Manage and devise the company's social media presence (Hootsuite, Facebook, Twitter, and Instagram) along with ticketing via Vendini, TDF & Goldstar

BOX OFFICE MANAGER, THE NEW YORK INTERNATIONAL FRINGE FESTIVAL, NYC, AUGUST 2014

- Sell, manage, and supervise all ticketing transactions in the venue via Eventbrite, along with assisting FOH staff with patron seating.

SOCIAL MEDIA MARKETING INTERN, SNAPPLE THEATER CENTER, NYC, MAY 2013-AUGUST 2013

- Devised and scheduled Facebook and Twitter content for *The Fantasticks*, *Perfect Crime*, & *Piggie Nation* along with running FOH shifts

LITERARY MANAGEMENT INTERN, RISING SUN PERFORMANCE COMPANY, NYC, MAY 2013-DECEMBER 2013

- Assisted as AD/Dramaturg with fall production of *Hellcab*, along with providing social media and wardrobe support

LITERARY/ARTS ADMINISTRATION INTERN, PREMIERE STAGES OF NEW JERSEY, SEPTEMBER 2011-MARCH 2013

- Assisted in writing coverage and front of house support for the Spring Play Festival
- Assisted in various administrative tasks, including dramaturgy and grant research

Education

Brooklyn College, M.A. Theater History & Criticism, 2017

- Recipient of *The Paul '51 and Betsy Mazurksy Scholarship*

Kean University, B.A. Theatre, 2011

- Kean Department of Theatre Terpsichore Award, 2011
- Kean Department of Theatre Dramaturgy Award, 2010

Skills

Fluent with Mac & PC, Google Drive, Dropbox, Microsoft Office, Vendini & third-party ticketing outlets, social media savvy, editing, house management, cash handling, conference experience, NYC Fireguard (F03), CITI Research Certified, extremely personable, loves projects, writer.

****Literary & playwriting resume available upon request, along with references****