

Johnny Mathews III

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Education

University of Michigan Class of 2019

Bachelor of Fine Arts (BFA) in Dance

University Honors 2015-2019

Cumulative GPA: 3.95/4.00

Performing Arts Management & Entrepreneurship Minor

James B. Angell Scholar 2017-2019

Work Experience

Gibney

Development Intern

February 2020-May 2020

Provided support to Individual Giving & Events Manager in preparation for Gala and in the subsequent shift to an Online Campaign

- Corresponded with donors to ask and confirm ad journal donations
- Solicited auction item donations, wrote copy and developed auction website (using Givesmart software).
- Assisted with various tasks including PatronManager database management, Dropbox cleaning and filing, mail sorting.
- Worked from home for the majority of the internship due to the pandemic.

University of Michigan Dance Department

Administrative Office Aide

September 2018-April 2019

Offered support to Administrative Assistant for the Dance Department

- Sent weekly department-wide emails with updates of important events and information
- Archived confidential student documents, department expenses, and promotional materials
- Prepared food buffets, projector for presentations, and seating for department-wide events

Marcat Dance

US-Based Company Representative

October 2017-April 2018

- Acted as a liaison for the Spain-based company for timely and effective communication in the US.
- Contacted and managed communications with performance venues to build a US tour.

Administrative Intern

April 2017-October 2017

- Assisted company in setting up administrative groundwork with programs such as Google Suite and Mailchimp
- Created first newsletter and newsletter template for company
- Created Instagram and Facebook posts for the company, including editing images, writing copy, and curating social presence.

Urban Bush Women (UBW)

Administrative/ Summer Leadership Institute Intern

July 2017-August 2017

Administrative work in UBW offices in Brooklyn, NY

- Organized UBW's video archive of performed works by sorting and converting VHS tapes
- Collected information on and created a database of UBW's community engagement programs

Prepared and participated in UBW's Summer Leadership Institute (SLI)

- Corresponded with participants as they prepared to travel to New York City.
- Programed the app, Guidebook, for participants to use during SLI.
- Assisted faculty and participants when needed during SLI.

Company Tour Assistant

July 2017

- Accompanied UBW on tour to Akron, OH where they performed and taught community classes
- Prepared costumes for performance, assisted company manager on responsibilities related to classes and performance.

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University Musical Society's 21st Century Artist Internship Program

July 2017-April 2018

- Continue correspondence with UBW as they prepare to perform in Ann Arbor.
- Acted as liaison between UBW and the Ann Arbor community during their engagements.

University of Michigan Housing

Residence Hall Assistant (RA)

September 2017-April 2019

- Created a welcoming and supportive community for residents on my floor and within the building by planning and executing community building events, initiating individual meetings, and through passive information
- Constructed informational bulletin boards with focuses on topics of diversity, equity, and inclusion, campus safety, and pertinent building news

Community Center Assistant

- Received and organized mail and packages, utilized confidential key making technology
- Operated front desk for the residence hall and academic building: directing calls to appropriate offices, answering questions by students and parents, welcoming university guests

Research Assistant, Professor Angela Kane

Sept. 2016 – April 2017

Assisted in researching Angela Kane's two new books

- Conducted archival research to accumulate reviews, articles, videos, and interviews about specific dance works choreographed by Paul Taylor, Margaret Craske, Robert Cohan, and Sarah Lamb.
- Created several annotated bibliographies, in AP style, to allow easier reading and sorting of sources.

Aided in administrative work for Professor Kane such as organizing a grant budget, printing and copying source material to optimize her time spent on each project.

Skills

- Experienced user of Salesforce PatronManager, Microsoft Office, Google Suite, Dropbox, Mailchimp, Photoshop, Canva, Squarespace, Wix, and Wordpress.
- Trained in Video Editing using Final Cut Pro and Adobe Premiere
- Graphic Design for promotional posters, press kits, performance programs, etc.
- Social Media management for arts events and performance

References

Grace Singleton

- Individual Giving & Events Manager, Gibney Dance
- grace@gibneydance.org

Katie Gunning

- Administrative Assistant, University of Michigan Dance Department
- kgunning@umich.edu
- (734) 763-5460

Izzi Wayner

- Fundraising and Special Events Assistant, Lincoln Center for the Performing Arts
- Former Artistic Collaborator
- iwayner@lincolncenter.org
- (347) 640-0895