

# Charles Brown

Appleton, WI • 123-456-7890 • [charlie.brown@lawrence.edu](mailto:charlie.brown@lawrence.edu)

## **EDUCATION:**

Lawrence University, Appleton, WI

June 2027

Bachelor of Music

Major: **Oboe Performance**

GPA: 3.6

## **RELEVANT COURSEWORK:**

- Introduction to Arts Management: This course addressed topics including programming, marketing, fundraising, finance, crisis management, arts advocacy, community engagement, and board management
- Attended field trips to local arts organizations and interacted with visiting arts professionals that provide networking opportunities and enabled career paths exploration

## **RELEVANT EXPERIENCE:**

### **Performing Arts Assistant**

September 2023 - Present

Conservatory of Music, Lawrence University, Appleton, WI

- Assist the director of Conservatory Programming with World, Artist, Jazz, and Contemporary music series performances logistics
- Provide artist transportation and coordinated hospitality
- Arrange backline equipment needs for performing artists as needed
- Stage manage guest performances and help supervise student ushers during performances

### **Learning & Engagement Programs Intern**

June 2024 - August 2024

Carnegie Hall, New York City, NY

- Assisted the pre-production and execution of events related to Summer Music Educators Workshop and World Orchestra Week
- Assessed past programmatic components and conducted research for future projects related to Musical Explorers, Link Up, PlayUSA, and Music Educators Workshop
- Conducted data entry and analysis, general program research and assessment, and organized data and program information of partner organizations

### **Summer Music Intern**

June 2022 - August 2022

Young Performers of Appleton, Appleton, WI

- Served as a Camp Counselor for Summer Music Camp for grades 6 - 12
- Transferred the organization's Music Library and management system to updated platform from Excel to Choir Genius software

## **EMPLOYMENT EXPERIENCE:**

### **Usher**

September 2022 - June 2023

Conservatory of Music, Lawrence University, Appleton, WI

- Assist guests with finding their seats and ensuring they are comfortable
- Direct guests to restrooms, concessions, and other areas of the venue
- Monitor the crowd for any potential safety concerns and report them to the appropriate personnel
- Assist with cleaning and maintaining the venue before, during, and after events

## **SKILLS:**

- Technical: Microsoft Office Suite (Word, PowerPoint, and Excel) Software (Tessitura)