

Cade M. Jackson

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EDUCATION

West Virginia University, Morgantown, WV
Bachelor of Arts in Violin Performance
Minor in Arts Administration

Expected: May XXXX
GPA 3.53

Relevant Coursework:

Arts Administration | Advanced Digital Audio Workstation Technology | Principles of Leadership | Organizational Communication | Promoting the Arts and Culture | Professional Field Experience

RELEVANT EXPERIENCE

Art Administration Intern, Broadway World
Washington, DC

May XXXX—Present

- Review and amend talent contracts and fulfill artist hospitality requests
- Assist in coordinating administering and marketing of adult classes, youth programs and outreach programs
- Assist with planning and executing 40 annual fundraising events; totaling \$XYZ raised

Production Intern, Morgantown Art Association
Morgantown, WV

May XXXX—Aug. XXXX

- Supported production efforts for events by preparing timelines, ordering supplies, delivering flyers, and assisting with site walk-throughs to ensure a successful event
- Oversaw deliveries and set up supplies and food/beverages while coordinating volunteers for events

Manager, Together/Lost (BAND)
Christiansburg, VA

Dec. XXXX—Oct. XXXX

- Organized full schedule to meet project deadlines, booked studio sessions and photo shoots, scheduled group meetings and oversaw progress of each individual band member
- Supervised all social media pages- writing and preparing post for different outlets, organizing timing of post and actively searching for creative ways to utilize outlets

ADDITIONAL EXPERIENCE

Student Worker Committee Member, WVU Creative Arts Center
Morgantown, WV

Jan. XXXX—Present

- Plan pre-show events for students' attendees designed to increase student attendance rates
- Organize social events for student employees; end of semester gatherings and picnic
- Represent 60 student employees with 6 other committee members

Admissions Assistant, WVU Office of Admissions
Morgantown, WV

May XXXX—Aug. XXXX

- Performed office duties including paperwork, copying, filing, faxing, organization of office space and documents, answering phones and sending emails
- Communicated by telephone and personally during special events with students, parents, alumni and staff

SKILLS

- Design: Photoshop, HTML, iMovie
- Database: Filmmaker Pro, Microsoft Access
- Platforms: Windows, Macintosh OSX
- Administrative: Microsoft Office, PowerPoint & Excel, Adobe Suite, Prezi
- Social Media Administration: Facebook, Twitter, Snapchat, Instagram

PERFORMANCE EXPERIENCE (SELECTED)

New World Symphony, Houston Grand Opera, Spoleto Festival, AIMS Festival Orchestra, Mt. Hood Jazz Festival, Bloch Festival String Quartet, Aura New Music Ensemble, Encore School for Strings