

# CHRISTOPHER J. CARCIONE

1205 Latona Street  
Philadelphia, PA 19147  
914-438-0667  
chriscarcione@gmail.com

## EDUCATION

### **Master of Fine Arts, Theater**

Sarah Lawrence College, Bronxville, NY  
May 2015

### **Bachelor of Science, Public Relations Minor in Theater**

Boston University, Boston, MA  
*Cum Laude*

## SOFTWARE PROFICIENCIES

Adobe CS (InDesign, Photoshop,  
Illustrator, Premiere Rush, Premiere Pro)  
MS Office (Word, Excel, PowerPoint)  
Windows & Mac OS  
Working knowledge of HTML and CSS  
MailChimp & Constant Contact  
Web CMS (WordPress, SquareSpace, Wix)  
Salesforce / PatronManager  
Isadora

## REFERENCES

Available upon request

## LINKS

[Website](#)  
[LinkedIn](#)

## ADMINISTRATIVE EXPERIENCE

### **Managing Director, July 2022-Present**

Director of Communication, July 2019-June 2022  
Marketing Manager, February 2016-June 2019  
*CO/LAB Theater Group | New York, NY*

#### *Executive Responsibilities*

Serve as a leader of the organization by planning and executing long-term strategic plans, managing and mentoring junior staff, and developing and improving company-wide accountability, productivity, and professional development processes. Help manage organization's annual budget; maintain monthly accounting and reconciliation; process payroll; write contracts for guest artists.

#### *Development Responsibilities*

Manage annual crowdfunding campaign which earns roughly \$100K yearly; manage ticketing for all events; maintain and improve CRM database; support planning and execution of annual fundraising events; liaise with and report to Board of Directors and Associate Board as needed.

#### *Marketing Responsibilities*

Manage all marketing and design initiatives including digital and social campaigns, merchandise sales, email campaigns, print collateral, and company website; ensure consistent and clear representation of the brand; produce, film, and/or edit promotional video content; manage relationship with PR representatives; supervise Marketing Coordinator.

### **Print & Graphics Manager**

*Williamstown Theater Festival | Williamstown, MA | Summer 2015 Season*  
Created all marketing collateral including show programs, postcards, theater signage, and email blasts; supervised Social Media and Graphics Interns.

### **Design & Marketing Associate**

*Second Stage Theater | New York, NY | October 2011-August 2013*  
Created all marketing collateral including brochures, direct mail postcards, theater signage, email blasts and invitations; managed social media and Web content; produced promotional video content; planned and executed subscriber enrichment events; worked closely with all departments to create a consistent brand across the organization.

## ADDITIONAL EXPERIENCE

### **Adjunct Professor of Theater**

*Westchester Community College | Valhalla, NY | January 2016 - Present*  
*Manhattanville College | Purchase, NY | September 2020 - Present*  
Teach several courses in theater and communication including Intro to Theater, Acting I, Creative Process, and Speech Communication.

### **Projection Designer / Theater Artist**

*Freelance | May 2008 - Present*  
For selected credits and a theatrical resume, please visit:  
[christopherjcarcione.com](http://christopherjcarcione.com).