

ELAINA DI MONACO

she/her | 813.951.1266 | edimonaco@gmail.com | Philadelphia, PA

EMPLOYMENT HISTORY

LEAD ORGANIZER | The Binder Drive, Present

Providing free chest binders to Black trans & non-binary people in the US.

- Works with the Founder to assess the mission, outline an action plan, and implement efficient structures to meet monthly project goals and growth milestones.
- Established an initial system, model, and sustainability plan; I will transfer this project to paid BIPOC leadership and remain on the Advisory Board in Summer of 2020.
- Advertise on social media, recruits, trains, and supervises a team of over 50 volunteers to place orders, maintain clients, track data, and contact donors.
- Raised 100k in 2 months using social media and targeted email campaigns.

MANAGING ARTISTIC DIRECTOR | On The Rocks Theater, Summers 2015 – 2019

Creating & presenting bold queer theatre for millennial audiences.

- Developed and produced an annual summer production for 5 years.
- Achieved annual fundraising goals using social media, email campaigns, grant writing, and targeted asks to philanthropists and foundations.
- Created and implemented systems to track project budgets, audience demographics, annual finances, and ticket sales.
- Designed and distributed branded marketing materials to reach target audiences, resulting in sold-out houses for over 80% of performances.
- Built a subscriber base of over 1000 audience members over 5 years.

PRODUCER & EVENT MANAGER | Freelance, 2014 – 2019

Planning, managing, and executing high-quality performance events for Philadelphia audiences.

- Collaborated with high-level leaders to realize their artistic visions, while managing scheduling, finances, marketing, and venue communication.
- Provided balanced project budgets by determining annual operating costs, assessing project needs, projecting gross ticket sales, and analyzing material costs.
- Designed and distributed press & marketing materials resulting in meeting target ticket sales for 100% of projects.

OTHER RELEVANT EXPERIENCE

ASSISTANT TO THE ARTISTIC DIRECTOR | The Wilma Theater, 2018 – 2020

- Attended daily rehearsals, organized production schedules, recorded meeting minutes, and documented daily progress in Slack.
- Oversaw a staff of understudy actors in a collaboration with the University of the Arts theater school.

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TEACHING ARTIST | Philadelphia Public High Schools, 2018 – 2020

- Composed lesson plans to provide high-quality arts programming in Philadelphia public high schools, including Carver HS and SLA Beeber.
- Semesters culminated in a public final performance on the Wilma stage.

PERSONAL ASSISTANT TO AN ARTS CONSULTANT | Freelance, 2017 – 2019

- Created and maintained websites, databases, and digital filing systems using Wix, Google Suites, and Adobe Creative Cloud.
- Managed written and verbal communications, bookings, staffing, and scheduling.

TECHNOLOGY

Design & Document Processing

Google Suites (Calendar, Docs, Forms, Gmail, Meet, Sheets)

Microsoft Office (Excel, Outlook, Powerpoint, Word)

Adobe Creative Cloud (Acrobat, Draw, Illustrator, InDesign, Photoshop)

Web Design (Wix, Square Space, Wordpress)

Communications:

Asana, Doodle, MailChimp, Slack, Trello, Zoom

Social Media:

Facebook, Instagram, Twitter

EDUCATION & CERTIFICATIONS

BFA Directing, Playwriting & Production, University of the Arts

Class of 2013 | Philadelphia, PA

Valid PA Drivers License | Clean DMV record