

Abigail Grubb

New York, NY

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EXPERIENCE

Musical Theatre Factory

New York, NY

September 2018 - Present

Development Coordinator/ Line Producer

- Writing and compiling grant proposals
- Soliciting donations and maintaining relationships with individual donors
- Conducting prospective research on potential corporate, foundation and individual donors
- Overseeing the planning and tracking of all development department activities
- Line producer working with artists to coordinate logistics for programming across the Assembly Line including

The People's Improv Theatre

New York, NY

May 2019- Present

Manager of The PIT Loft space and

Administrative Assistant

- Managing rentals and maintaining the organization of the company's calendar and schedules for 4 performance venues with the volume of shows ranging anywhere from 12-20 shows per evening
- Keeping up and corresponding with vendors to maintain stock of concessions, facility supplies, and facility upkeep
- Facilitating tech rehearsals for all teams in the PIT Loft space
- Corresponding with customers and producers to manage ticket orders, refunds, comp requests, tech requests, website posing and general inquiries

Live and In Color

New York, NY

March 2018- Present

Development Associate

- Writing and compiling grant proposals
- Conducting prospective research on potential foundation and individual donors
- Maintaining relationships and drafting correspondence with individual donors
- Assisting in the artistic planning of the season including drafting organizational budgets
- Assisting in coordination and execution of special events such as Gala, Broadway on the River, and other fundraisers

INTERNSHIP EXPERIENCE

Atlantic Theater Company

New York, NY

January - May 2017

Institutional Giving Intern

- Conducted prospective research on potential foundation donors and corporate sponsorships to fund upcoming productions and educational programming, as well as general operating support
- Maintained and organized databases of institutional statistics and departmental tracking
- Assisted in planning and facilitation the Spring 2017 Gala and Opening Night celebrations and special events
- Assisted the Director of Development and the Institutional Giving Director as needed

EDUCATION

Marymount Manhattan College 2018 — B.A. Theatre Arts: Directing, Arts Management

SKILLS

Microsoft Word, Excel, PowerPoint, Outlook, Adobe Lightroom, Illustrator, and Photoshop, Event Brite, Salesforce, Wordpress, Artfully, Google Drive and Suite, Ovationtix, Wealth Engine, Foundation Center, Raisers Edge, Photography, Theatre Director and Visual Artist, 8 years of customer service experience.

REFERENCES

Devanand Janki Artistic Director of Live & In Color dev@theatreincolor.org

Mei Ann Teo Artistic Director Musical Theatre Factory Meiann@mtf.nyc

Mary Caitlin Deffly Director of Operations at The PIT MC@thepit-nyc.com