

OLIVIA FORTUNATO

EXPERIENCE

Lincoln Center for the Performing Arts, New York, NY

Associate Producer, Public Programming | April 2019- present

Programming Assistant | March 2015- April 2019

House Seat Coordinator | January 2015- May 2015

House Management Intern | June 2014- August 2014

A leading arts presenter that produces two outdoor summer festivals, Midsummer Night Swing; live music for social dance and Lincoln Center Out of Doors; free performances spanning all genres and disciplines. Young Music Makers brings school music ensembles to the Plaza for recitals.

- Chief contract manager for over 100 agreements annually, developing terms that are mutually agreeable, negotiating terms with artist representation
- Procure travel, hotel, and hospitality based on contractual agreements
- Manage a multi-million-dollar budget and pay all invoices and fees
- Curate and execute ancillary events relating to festivals, such as discussions, lectures, film screenings, meet and greets, and special appearances to contextualize performances
- Increase diversity of DJs and Dance Instructors hired
- Write, edit and proofread promotional materials
- Lead communication between internal staff and artist teams, including many high-profile artists
- Hire, train, oversee seasonal staff/interns through phases of the festival
- Maintain artist database and calendar, improving uniformity
- Evaluate procedures to improve experiences and communication
- Coordinate Security staffing, volunteer usher staffing, egress, ADA seating, VIP Credentials, and resolving guest concerns at all events
- Independently produce and promote 40 visiting school ensemble recitals
- Strategically oversee house builds, monitor sales, guest seating and purchases for *Great Performers*, *American Songbook*, and *White Light* performances, exceeding sales goals consistently

The Gilded Harps, Boston, MA | Social Media Manager

A harp consortium offering versatile performances from experienced musicians

August 2015- present

- Manage social media channels (Facebook, Twitter, and Instagram)
- Tripled engagement by developing new marketing strategies to promote services

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EDUCATION

Berklee College of Music Bachelor of Music

Music Business/Management

Harp Performance

May 2014

Magna Cum Laude

New York University

Certificate in Arts Management

(In progress)

HARPIST

Manage active performance schedule across NY, NJ, CT, & MA

Private Events, Recital Soloist, Orchestra Sub, Studio Musician, Private Lessons

(Grand Hotel Mackinac, St. John Knits, Vornado, Italian American Museum, New Haven Symphony, Hartford Symphony)

- Cultivate relationships with clients & venues
- Develop marketing strategy for services
- Coordinate logistics of each performance
- Curate music and program for each event

Jazz at Lincoln Center, New York, NY | Front of House Intern

The world's largest flexible multiveneue facility for performance and education specifically for jazz

May 2013- August 2013

- Assist with usher staff scheduling and payroll
- Lead pre-event staff briefings as well as client walk-throughs
- House manager for events such as concerts, product launches, conferences, and fundraisers, addressing guest concerns and ticket issues

Berklee College of Music, Boston, MA

Student Activities Center Event Coordinator

The hub of student engagement for the world's leading contemporary music college

January 2013- May 2014

- Plan and organize events for a student body of 4,000
- Build and execute each event within a budget
- Active part of increasing the College's outreach to students by promoting events to retain frequent attendees and attract new visitors

Jazz Revelations Records Producer

Student run record label to present the top jazz composers and performers currently enrolled

March 2011- January 2013

- Develop the artistic direction of the album
- Audition and select bands
- Lead promotions for the Record
- Guide design of album packaging

AFFILIATIONS

- Association of Performing Arts Professionals Emerging Leaders Institute
- Lincoln Center Diversity, Equity, and Inclusion Council
 - New York Music Presenters and Festivals Coalition
 - Young Arts Professionals Meetup
 - Berklee NYC Alumni Committee
 - MetroHarp Society

ADDITIONAL SKILLS

Experienced in Apple, PC, ArtsVision, SRO, Tessitura, Ovation, Photoshop, GarageBand, iMovie, ProofHQ, Hive, Microsoft Office Suite, Google Drive, Mailchimp, and Jotform

International and Domestic travel as a performer, presenter, and personally. Exercising adaptability, communication, and budgeting

Demonstrates flexibility, teamwork, multitasking, and attention to detail while maintaining a professional, positive attitude and has the ability to work analytically and creatively under pressure

Proficient knowledge of the arts including music spanning many genres and eras, dance, film, visual art, and comedy, plus its history and impact