

Katherine De La Cruz

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EDUCATIONAL BACKGROUND

City University of New York, Hunter College

BA Anthropology, BA Dance

May 2020

Cum Laude

WORK EXPERIENCE

Production Assistant, Social media manager, Stage manger

"In place of catastrophe, a clear night sky" DanceSpace

May 2022

- Created content and managed posts schedule for kickstarter social media campaign.
- Drafted email blasts for kickstarter campaign.
- Managed audience participation during the art installation hour.
- Oversaw production needs and schedules throughout tech week and performance days.

Administrator, Production assistant and Community Liaison

"Territory: The Island Remembers" Gibney

January 2022- April 2022

- Served as liaison between production and community organizations.
- Drafted and schedule fundraising emails on Mailchimp.
- Updated donor databases.
- Processes invoices.
- Fundraised across social media platforms.

Administrator and Social Media Manager

"Keep Moving" Monica Bill Barnes & Co WP Theater

January - March 2021

- Managed social media accounts to promote the company's work "Keep Moving" which was presented at the WP Theater.
- Created and scheduled engaging and lively content for Facebook and Instagram.
- Drafted and scheduled newsletters and promotional email blasts on Mailchimp.

PROFESSIONAL SUMMARY

Katherine is a passionate dancer, choreographer and administrator who strives to use her talents to serve the vital arts communities in NYC. As an artist she is invested in creating work that sparks difficult but important conversations. Katherine believes the arts are crucial to the health and well being of all communities. She is interested in creating a more equitable performing arts ecology in NYC.

SKILLS & PROFICIENCIES

- Fluent in Spanish and English
 - MS Office Suite
 - Google Applications
 - Zoom
 - Mailchimp
 - Canva
 - Social Media Managing
 - Lighboard operation
 - Excellent Interpersonal skills
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VOLUNTEER WORK

Junior Committee Member

Dance / NYC

January 2021 to Present

- Took part in professional development trainings around racial and disability justice.
- Led welcome for one day of the Dance NYC Symposium as well as monitored chat for various online panels.