

Michelle Kay Smith

Teaching Artist

Contact

717-713-3176

MsMichelleKaySmith@gmail.com

Astoria, NY

www.MichelleKaySmith.com

www.Linkedin.com/in/michelle-kay-smith-48b75831/

Key Skills

- Enthusiastic
- Compassionate
- Adaptable
- Effective Time Management
- Socially Perceptive
- Persuasive
- Cost-Conscious

Technical Skills

- Microsoft Office Suite
- G-Suite
- Vendini
- Documentation
- Budget Planning
- Scheduling
- Task Delegation
- Task Management
- Client Relations
- Policy Development

Education

James Madison University

Bachelor of Arts: Theatre & Dance

Volunteer

Harrisburg Young Professionals Arts and Social Committees

July 2016 to July 2018

Represent committees at various arts, cultural and social events.

Creative teaching artist with an attention for detail and a spirit to inspire. Superb written and oral communication skills. Patient multitasker with intuitive personal abilities. Extensive teaching experience ages three to adult.

Experience

Teaching Artist

Manhattan Youth September 2018 - Present

- Provide constructive methods for students to enhance confidence, creativity, and social awareness.
- Develop programs for varied ages in theatre, improv, and super hero.
- Inspire interest and reflection in arts, culture, and current events.

Judge, Irving-Marshall Prize Speaking Contest (Declamation)

Mercersburg Academy February 2018, February 2019

- Act as one of three judges; negotiate competition results.
- Provide written constructive feedback for participants.

Resident Theatre Manager

Gamut Theatre July 2015 - August 2018

- Develop and teach on and off site classes, residencies and workshops in creative drama, basic theatre, advanced acting, improv, Shakespeare, team building, communication, and public speaking (ages three to adult).
- Lead improv based team building workshops in corporate settings.
- Negotiate all on and off site educational program logistics; acquired a major new client generating a \$5,000 annual increase in revenue.
- Write and direct plays for students of varying ages and abilities.
- Assistant direct main stage productions featuring 50+ actors and over a dozen designers, technicians and collaborators.
- Develop and teach choreography, fight choreography, and music.
- Manage all class, camp, and audition registrations.
- Implement new onboarding process for interns.
- Manage 250+ volunteers, mentor 10+ interns.
- Perform in Educational Outreach Shakespeare Tour and participate in talk-back sessions to provide deeper understanding of material.
- Execute leadership in targeting specific goals in a time sensitive setting.

Instructor

Freshmade NYC January 2015 - July 2015

- Teach cooking classes to children ages eighteen months to ten years.

Director

Prairie Fire Children's Theatre May 2014 - September 2014

- Oversee all aspects of touring production: technical elements, oral and written communication with sponsors, variances of conflict resolution.
- Cast and direct 75+ students ages five to eighteen in a full length musical production in six days.
- Design and implement a variety of workshops for a wide range of ages.