

# Gabrielle Rodríguez

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## EDUCATION

Iona University  
Bachelor of Arts in Arts Leadership, *Concentration in Theatre*  
Honors: *Cum Laude*

New Rochelle, NY  
May 2023  
GPA: 3.6

## RELEVANT EXPERIENCE

### Cathedral of Saint John the Divine

*Usher*

Harlem, NY  
Oct 25- Present

- Guide churchgoers and visitors throughout the cathedral, providing directions, answering questions about programming, and ensuring a welcoming environment.
- Serve as liaison between house management and production teams.
- Manage ticketing operations using RocketReach, assisting with admissions and guest services.

### Theatre for the New City

*Venue Coordinator*

New York, NY  
Aug 24- Present

- Coordinate logistics for 21 productions for the annual *Dream Up Festival*, including accessibility support.
- Streamline performance scheduling, reducing downtime and keeping festival on track.
- Manage communications between artists, crew, and venue staff; also served as House Manager.

### Black Public Relations Society of NY

*Marketing/ Events Assistant*

New York, NY  
Feb 25- Present

- Co-organize the annual *PR Pathfinders Summit* with the NY Hispanic PR Society; documented key outcomes for planning meetings. support organizational events as an event assistant, assisting with logistics.
- Design Canva graphics materials for Eventbrite and Instagram, increasing event visibility.
- Manage Constant Contact list (35+) and improved targeted outreach.

### Amas Musical Theatre

*Administrative Associate*

New York, NY  
Mar- July 2025

- Streamlined patron communications and office operations to enhance audience engagement.
- Coordinated studio bookings (Peerspace, phone, email) and staff scheduling via Sling.
- Curated social media content (Canva/Meta Business) to promote productions and boost visibility.

### White Plains Performing Arts Center

*Assistant Stage Manager/ Camp Counselor*

White Plains, NY  
August 2024

- Supervised 80 youth cast members, administering first aid per AHA certification.
- Managed backstage operations and trained middle schoolers in SMing and prop management.
- Led icebreakers and character work to foster collaboration and ensemble growth.

### Flamenco Latino

*Marketing Assistant*

Queens, NY  
Jul- Oct 2024

- Managed digital marketing, growing followers by 50% and attracting new audiences.
- Conducted outreach to local schools, community boards, and dance companies.
- Distributed post-show surveys to capture audience feedback.
- Assisted with stage transitions as an ASM, including moving music stands during strike.

## EXTRACURRICULAR ACTIVITIES

Stage Managers Association Member (Since 2023)

Freelancers Union Member (Since 2023)

Volunteer Research/Genealogist: *Archivos Indígenas de Borikén*

Event Assistant/ Usher: *Autism NYC* and *New York City Fringe Festival*

**LANGUAGES AND SKILLS** Venue coordination, Scheduling, Documentation, Event Management, Timeline and schedule management, Hospitality, Social media marketing, Canva, Affinity Designer, Adobe Photoshop/ InDesign, Meta Business Suite, Vista Social, Constant Contact, Substack (familiar), Notion, Air Table, Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Bilingual (English/Spanish), CPR/AED Certified by the AHA, Childcare (Ages 4+)