Gabrielle Rodríguez

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EDUCATION

Iona University — New Rochelle, NY
Bachelor of Arts in Arts Leadership, *Concentration in Theatre* — May 2023
Honors: *Cum Laude* — GPA: 3.6

RELEVANT EXPERIENCE

Cathedral of Saint John the Divine — Harlem, NY
Usher — Oct 25- Present

- Manage ticketing operations using RocketRez, CRM, and assist with admissions.
- Serve as liaison between house management and production teams; answer programming questions for visitors
- Ensure welcoming environment for diverse congregations and event attendees

Theatre for the New City — New York, NY
Head Venue Coordinator — Aug 24- Present

- Serve as primary liaison between festival leadership and venue staff,, including visual 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 — New York, NY
Marketing/ Events Assistant — 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 — New York, NY
Administrative Associate — 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 — White Plains, NY
Assistant Stage Manager/ Camp Counselor — 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 — Queens, NY
Marketing Assistant — 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: *Loisada INC* and *New York City Fringe Festival*

SKILLS: Calendar Management, Schedule Coordination, Records Maintenance, Database Management (AirTable, Notion, Constant Contact), CRM Systems, Invoice Processing, Microsoft Office (Excel, Word, PowerPoint), Google Workspace, Newsletter Writing, Substack, Web Design, Social Media Management, Email Campaigns (Mailchimp, Constant Contact), Meta Business Suite, Canva, Adobe Creative Suite (Photoshop, InDesign), Affinity Designer, Event Planning, Patron Services, Square POS, Peerspace, Sling, Large Print Materials, Visual Accessibility Support, Early Childcare (Ages 4+) **LANGUAGES** | Bilingual (English/Spanish), American Sign Language/ASL (Beginner)

CERTIFICATIONS: AED/CPR Certified (AHA), Coursera Digital Marketing Certificate (In Progress)