

Gabrielle Rodríguez

914-325-5359 | grodriguez819@msn.com | Yonkers, NY 10707

www.linkedin.com/in/gabrielle-rodriguez-rivera

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 RocketRez, assisting with admissions and guest services.

Theatre for the New City

Head Venue Coordinator

New York, NY
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

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 Indigenas de Borikén*

Event Assistant/ Usher: *Loisada INC* and *New York City Fringe Festival*

LANGUAGES AND SKILLS Venue Coordination, Scheduling, Documentation, Event Management, Timeline Management, CRM/Database, AudienceView, Hospitality, Social Media Marketing, Canva, Affinity Designer, Adobe Photoshop, InDesign, Meta Business Suite, Vista Social, Constant Contact, Mailchimp, Substack, Notion, AirTable, Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Square, Website Design, Bilingual (English/Spanish), CPR/AED (AHA), Childcare (Ages 4+)