

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

Theatre for the New City

Venue Coordinator

New York, NY
Aug 24- Present

- Coordinated logistics for 21 productions for the annual *Dream Up Festival*, including accessibility support.
- Streamlined performance scheduling, reducing downtime and keeping festival on track.
- Managed 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-organized the annual *PR Pathfinders Summit* with the NY Hispanic PR Society; documented key outcomes in planning meetings.
- Designed Canva graphics for Eventbrite/Instagram promotions, boosting event visibility.
- Managed 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.

Sonia Plumb Dance Company

Marketing and Communications Associate

Hartford, CT
Mar- Sept 2024

- Managed and curated materials for the company's social media platforms.
- Managed social media to expand audience engagement in the Hartford arts community.
- Authored press releases/newsletters, securing coverage in CT media and Barre, VT art blogs.

EXTRACURRICULAR ACTIVITIES

Freelancers Union Member (Since 2023)

Member of the Delta Epsilon Sigma National Honor Society

Stage Manager/Performer of the Iona University Theatre Ensemble (January 2021-May 2023)

President of the Organization of Latin American Students (April 2022- May 2023)

LANGUAGES AND SKILLS Venue Coordination, Scheduling, Social Media Marketing, Canva, Affinity Designer, Adobe Photoshop, Meta Business Suite, Vista Social, Constant Contact, Public Relations, Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Bilingual (English/Spanish), CPR/AED Certified by the AHA, Childcare (Ages 4+), Educational Support, Tutoring