

Michele L. Lisi

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Norwalk, CT • (914) 623-2304

Administrative Director

Dynamic and results-driven professional with proven track record of driving organizational excellence through strategic planning, financial management, and operational leadership.

Proven track record of implementing effective policies and driving excellence in administrative functions. Seasoned in optimizing operations, enhancing efficiency, and achieving sustainable growth. Adept at guiding cross-functional teams to achieve peak performance, while optimizing financial resources and ensuring regulatory compliance. Strong advocate for innovation and continuous improvement, committed to fostering culture of excellence and inclusivity. Recognized for implementing policies and processes that drive efficiency, mitigate risks, and enhance stakeholder engagement.

Areas of Expertise

- Strategic Planning & Execution
- Financial Management
- Risk Assessment & Mitigation
- Leadership & Team Management
- Policy Development & Implementation
- Project Management
- Budgeting & Forecasting
- Administrative Efficiency
- Stakeholder Engagement
- Organizational Development
- Change Management
- Issue & Conflict Resolution
- Cross-functional Collaboration
- Performance Evaluation & Measurement
- Continuous Improvement & Innovation

Career Experience

Administrative Director, Scarsdale Ballet Studio, White Plains, NY

2008 – 2023

Steered full spectrum of operations and led strategic planning process for development of sustainable short and long-term initiatives that significantly increased enrollment and revenue. Promoted artistic environment centered on excellence, innovation, equity, positivity, and inclusion to foster vibrant and inclusive community. Oversaw bi-weekly payroll, accounts receivable and payable, banking, staffing, registration, customer relations, and reporting to ensure smooth operation of organization. Developed and implemented organizational policies and structures to enhance operational efficiency.

- Spearheaded daily operations for pre-professional ballet school and supervised 270+ student body with 65 weekly classes and staff of 15 to ensure seamless administration.
- Directed in creation of brand-new Nutcracker production, involving complex logistics with sets, drops, 600+ costumes, and props, contributing to organization's artistic excellence.
- Partnered as thought leader to artistic director, supported their vision, and successfully implemented strategic plan to achieve balance between artistic objectives and financial outcomes.

Additional Experience

Company Manager, New York City Ballet, New York, NY

- Secured royalty contracts with music publishers, composers, and choreographers to optimize financial agreements for organization.
- Bridged gap between artistic and management teams to facilitate seamless communication and collaboration resulting in enhanced operational efficiency.
- Managed weekly payroll and administered benefits for diverse workforce of 400+ union and non-union employees while maintaining accuracy and compliance with labor regulations.
- Supervised travel arrangements for international and domestic tours involving groups exceeding 200 individuals, spanning multiple countries including Australia, South Korea, Taiwan, Japan, and numerous European nations.

Assistant Company Manager, New York City Ballet, New York, NY

- Orchestrated seamless royalty payments to music publishers, composers, and choreographers on seasonal basis.
- Managed weekly payroll processing for workforce exceeding 400 employees to ensure timely and accurate disbursement of wages.
- Maintained organized and up-to-date personnel files for all employees to ensure compliance with regulatory requirements and streamline HR operations.
- Processed monthly and quarterly union reports for multiple organizations, including AGMA, Local 802, AF of M, ILGWU, Local 764, USA, and IATSE.

Assistant to Director, New York Theater Ballet, New York, NY

- Prepared and distributed advance booking materials for international touring engagements to facilitate smoother logistics and promoting global visibility.
- Spearheaded design and development of captivating press kits and publicity materials for elevating organization's image and impact on media and stakeholders.
- Pioneered dynamic program of performances tailored for New York City public school, enriching cultural experiences of students and fostering community engagement.
- Collaborated closely with President and Artistic Director to provide invaluable assistance in executing special development projects that advanced organization's mission and financial sustainability.

Administrative Assistant, Columbia Artists Management, Inc., New York, NY

- Led public relations efforts and managed personal appearances for artists to enhance their public image and increase engagement with audiences.
- Played integral role in development and execution of high-profile international tours, notably 24-city 1992/1993 tour featuring Twyla Tharp and Mikhail Baryshnikov.
- Facilitated procurement of international visas for both individuals and groups to ensure smooth travel transitions and compliance with immigration requirements.
- Functioned as liaison between artists and presenters by fostering productive relationships with 14 companies and 4 individuals, resulting in successful collaborations and performances.

Education

Master of Fine Arts in Performing Arts Management

Brooklyn College, NY

Bachelor of Fine Arts in Dance Production

Purchase College, NY