

# Spring Healy

(419) 509-8017

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New York, New York

## Professional Summary

Arts administrator passionate about dance and excellent coffee. Brings creativity, integrity, and humanity to the workplace with over ten years of customer service experience and six years in arts organizations. Motivated by meaningful, mission-driven work that creates positive change in the community.

## Skills

- WPM: 65
- Google Workspace
- Office 365
- Adobe Suite
- Database Management
- Writing & Proofreading
- Budget Management
- Customer Service
- Basic Tech Support

## Education

- M.A. in Arts Administration**  
The University of Akron  
2019 – ongoing (Thesis-in-Progress)  
Graduate Assistant (2019 – 2021)
- B.A. in English  
Minor in Arts Management**  
Bowling Green State University  
2013 – 2017  
Cum Laude, University Honors Program  
Member of Phi Beta Kappa Society  
Study Abroad at Keele University (U.K.)

## References

- Holly Jones**  
**Jacob's Pillow**  
Producing Director  
hjones@jacobspillow.org
- Christy Bolingbroke**  
**National Center for Choreography—Akron**  
Executive/Artistic Director  
hjones@jacobspillow.org
- Arnold Tunstall**  
**The University of Akron**  
Interim Arts Administration Coordinator  
atunstall@uakron.edu

## Experience

December 2022 - September 2023    **Becket, MA**

### Jacob's Pillow

#### Company Management Fellow

- Worked alongside Producing Director to draft, update, and issue contracts to performing artists and vendors.
- Supported visiting companies to the Pillow pre-arrival and on campus during their performance run.
- Managed a multimillion-dollar department budget. Ensured contracted payments to artists and vendors were issued.
- Coordinated housing accommodations, food, catering, hospitality, travel, transportation, visas, healthcare services, studio space, and event support for cross-departmental artists, students, scholars, interns, staff, and guests.
- Participated in professional development in arts administration organized by the Pillow and outside organizations.
- Produced Pillow's annual Community Day "[Artists of the Berkshires](#)" performances on the Henry J. Leir stage featuring 7 companies performing 2 shows. Worked with production team to create tech schedule and coordinate rehearsal space for artists. Managed Artist Services Intern in providing specialized day-of support to each performing company.

June 2021 - December 2022    **Cleveland, OH**

### Verb Ballets

#### Company Manager

- Worked closely with Producing Artistic Director to create contracts for company dancers and visiting artists.
- Performed main development tasks including maintaining the organization's donor database, processing all financial contributions and income, sending acknowledgment letters to donors, and identifying donor prospects.
- Collaborated closely with Marketing Director on all print, web, and email content to reach patrons and donors.
- Drafted and implemented a successful Annual Fund appeal letter that helped Verb surpass its 2021 fundraising goal.
- Worked with Board Gala Committee and fellow staff to produce a record-breaking Gala event in April 2022. Managed full seating chart, corporate sponsorships, and gala ticket sales, and auction donations through event software.
- Was responsible for compiling Verb's 2020 and 2021 public Annual Report that included financial assessments, programmatic reflections, organizational goals, reports from each department, and artistic statistics.

## Experience Cont.

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November 2019 - Present Akron, OH

### Akron Coffee Roasters / Asterisk Coffee Bar

#### Barista

- Serve craft beverages including pour overs, espresso drinks, and specialty cocktails.
- Educate customers about coffee offerings and provide efficient, friendly service.

Summers 2021 & 2022 Akron, OH

### Heinz Poll Summer Dance Festival

#### Assistant to the Director

- Assisted director with promotion, planning, and operations of a city-wide dance festival.
- Analyzed festival surveys and wrote report with observations and recommendations for the future.

October 2019 - March 2022 Akron, OH

### National Center for Choreography—Akron (NCCAkron)

#### Residency Assistant (Contract) / Virtual Dance Club Coordinator (Internship)

- Provided onsite and virtual support to artists including Ashwini Ramaswamy and Cara Hagan during residencies.
- Acted as technical manager for the “TWISTalks” virtual series created by Adele Myers.
- Coordinated NCCAkron’s Virtual Dance Club program.
- Managed artist budgets, contracts, timelines, logistics, and schedule.

August 2019 - May 2021 Akron, OH

### The University of Akron / School of Dance, Theatre, and Arts Administration (DTAA)

#### Graduate Assistant / Dance Coordinator

- Worked collaboratively with a team of graduate assistants to provide administrative support to the School of DTAA.
- Coordinated marketing for the Dance Program, designed print programs for shows, managed box office on production dates.
- Spearheaded a project to implement the archival of the department’s newly-accepted Thesis Projects.

October 2019 - February 2020 Akron, OH

### Akron Art Museum

#### Visitor Services Associate

- Cross-trained to rotate work between reception desk, gift shop, and museum café.
- Provided a pleasant, welcoming experience for museum patrons through friendly interactions.
- Answered patron questions over the phone and in-person professionally and accurately.

October 2019 - February 2020 Perrysburg, OH

### Flying Joe Coffee

#### General Manager

- Oversaw and managed day-to-day functions of a busy coffee shop.
- Hired and trained employees, led staff meetings, and performed disciplinary action as necessary.
- Created staff schedule, organized events, and managed social media accounts for shop.

Summers 2017 & 2018 Durham, NC

### American Dance Festival

#### School Operations Coordinator (2018)

- Managed studio, transportation, equipment, and technical needs for the ADF community.
- Supervised and delegated tasks to interns, work-study students, and bus drivers.

#### School Operations Intern (2017)

- Coordinated studio space scheduling for visiting companies, faculty, and students.
- Set up and tore down spaces for board meetings, classes, dance showings, and lectures.