RACHEL BEISWENGER

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EDUCATION

KUTZTOWN UNIVERSITY — **KUTZTOWN, PA**
Master of Arts, *Arts Administration*

TOWSON UNIVERSITY — **TOWSON, MD**
Bachelor of Fine Arts, *Dance Performance*

WORK EXPERIENCE

WOLF PERFORMING ARTS CENTER — **BRYN MAWR, PA**
Teaching Artist — **2022-PRESENT**

- Lead audition workshops, creating an uplifting space and highlighting each artist's voice
- Direct and choreograph over ten musicals with casts of over 25 people
- Supported box office operations and ticket sales, assisting families with ticket inquiries, last-minute changes, and other customer service needs

ACTOR'S EQUITY — **NEW YORK, NY**
Actor, Dance Captain, Equity Deputy — **2014-PRESENT**

- Rehearse and perform at regional theatres (performance resume available upon request)
- Run understudy and put-in rehearsals while maintaining the choreographer's vision
- Represent chorus members to the equity representative, ensuring actor needs are met

KUTZTOWN UNIVERSITY — **KUTZTOWN, PA**
Graduate Assistant, Introduction to Theatre — **2024-2025**

- Coordinated scheduling and communication for undergraduate theatre students
- Developed instructional materials and facilitated online and in-person tutoring sessions
- Fostered inclusive participation and clear communication in the classroom

RUTGERS UNIVERSITY — **CAMDEN, NJ**
Assistant Program Director, Department of Visual, Media, & Performing Arts — **2023-2024**

- Led recruiting initiatives through phone calls, email blasts, and in-person classroom visits
- Organized administrative records and digital files, creating a more efficient system for accessing information
- Supervised up to five interns and delegated administrative projects, including mailings and promotional materials
- Spearheaded program operations for Arts Day, an open house promoting outreach for the department

ADDITIONAL WORK EXPERIENCE

CHOREOGRAPHER (Perkiomen Valley High School, Great Valley High School) — **2022-PRESENT**
DANCE TEACHER (Chester Valley Dance Academy, Broadway Bound Dance Academy) — **2010-PRESENT**
SUBSTITUTE TEACHER (Westtown School) — **2021-2022**
FRONT DESK COORDINATOR (FORM 50 Fitness) — **2018-2020**
NANNY (Aftercare from school pick-up to bedtime for children ages one and three) — **2017-2020**
FITNESS COACH (Switch Playground/Form 50 Fitness) — **2017-2020**
SERVER (Winberies, Cheesecake Factory) — **2009-2013**

SKILLS & INTERESTS

SKILLS: Microsoft Office Suite (Excel, Word, Outlook, PowerPoint), Google Workspace (Docs, Sheets, Drive, Calendar), Database and Records Management, Scheduling, Rehearsal Coordination, Research, Process Documentation, Stakeholder Engagement
INTERESTS: German language study (2-year streak), contemporary literature, youth theatre choreography, dance instruction, weight training, fitness