

OVERVIEW

A self-starting, data-driven arts and nonprofit administrator with extensive practical and theoretical knowledge in leadership; financial management; nonprofit and public law; grant-writing; strategic planning; relationship management; marketing and communications; capacity building; and day-to-day operations.

PROFESSIONAL EXPERIENCE

ADJUNCT LECTURER

AY 2017-2018

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

- Course instructor for PCS 205: Violence in Modern Society (residential); PCS 309: Conflict and Culture (asynchronous online; teaching modules)
- Prepared residential learning experiences for face-to-face instruction, including traditional lecture, experiential education and critical analysis
- Maintained and managed Canvas learning management system (both courses)
- Performed aligned administrative functions in executing syllabi
- Facilitate individualized student learning

STRATEGIC COMMUNICATIONS DIRECTOR

12/14 – 7/17

College of Visual and Performing Arts/University Performing Arts Series

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO, Greensboro, NC

- Created 60% audience growth in University Performing Arts Series (UPAS) 2016-2017 season.
- Facilities lead on re-locating national act following UNCG Auditorium fire.
- Fostered brand on social media platforms (Facebook; Twitter; Instagram) with 200-300% growth in followers, increased organic reach.
- Expanded and segmented audience/subscribers, developing strategic communications plans.
- Operationalized communications and marketing plans for up to 450 events in an academic season.
- Developed workloads and workflows for two graduate assistants and an undergraduate intern.
- Managed public relations for the College and special projects
- Strategic development for outreach and partnership-based projects
- Collaborative manager and team lead in cooperative initiatives
- Practical experience in Adobe Creative Cloud/Creative Suite; Microsoft Office; Constant Contact; Hootsuite; Banner Student; WYSIWYG web development; HTML; and social media platforms.

ADMINISTRATIVE ASSOCIATE/STRATEGIC COMMUNICATIONS LIAISON 11/11 – 12/14

Department of Dance

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO, Greensboro, NC

- Developed, coordinated and implemented communications and marketing plans.
- Provided administrative leadership and support in recruitment, enrollment and retention functions.
- Managed logistics for departmental functions, including American College Dance Association regional conference (2013) generating approximately \$10,000 in surplus for discretionary funds.
- Oversaw day-to-day administrative functions in collaboration with department chair and business officer (11 full-time faculty; 6-12 graduate/teaching assistants; 1-4 interns; 36 graduate students; 125 undergraduate majors; 80 minors).
- Provided on-site administrative and technical troubleshooting.
- Managed front-line reception and referral services.

VOLUNTEER INCOME TAX ASSISTANCE (VITA) SITE COORDINATOR

12/10-4/11

EXPERIMENT IN SELF-RELIANCE, Winston Salem, NC

- Oversaw 2-4 sites (approximately 1200 returns per season), managing client intake, volunteer tax preparers (2-10 per site) and hosting partners.
- Reviewed prepared tax returns for accuracy.
- Provided financial education and service referrals for clients.
- Provided on-site administrative support and trouble-shooting.

PROGRAM FACILITATOR

1/11-11/11

NATIONAL CONFERENCE FOR COMMUNITY & JUSTICE, Greensboro, NC

- Facilitated social justice education for 20-40 middle schoolers as part of Anytown Day programs.
- Developed collaborative programming with multiple facilitators.
- Recruited for AnyTown residential summer programming.

THEATRE ARTIST/PRACTITIONER

6/07—Present

RAZE THE ART, Triad/Triangle, NC

- Member of Actors' Equity Association, professional union
- Work as performer, director and choreographer in partnership with local and regional theatre companies.
- Maintain positive and constructive working relationships.
- Manage personal business functions including budgeting, cash accounting and branding.
- Recognized in *Independent Weekly* (Raleigh, NC) for Outstanding Supporting Performance (2010).

PRODUCTION COORDINATOR/EDUCATIONAL CONSULTANT

11/07—4/11

TOURING THEATRE OF NORTH CAROLINA, Greensboro, NC

- Worked collaboratively in hybrid (remote/face-to-face) team environment to manage from 3-6 touring productions per academic year.
- Managed rehearsal and production calendars; logistics; staffing.
- Oversaw project deadlines, grant compliance and follow-up with partner organizations.
- Actively engaged in human resource functions for salary and contract staff.
- Developed study guides aligned with state curricula for multiple scripts.

THEATRE/ENGLISH/CREATIVE WRITING TEACHER

9/01—6/07

SOUTHWEST GUILFORD HIGH SCHOOL, High Point, NC

- Developed curriculum for theatre arts, creative writing and multicultural literature.
- Led award-winning theatre program in North Carolina (2004-2007).
- Increased program enrollments in theatre arts and creative writing.
- Faculty sponsor for Beta Club, Drama Club, Gay-Straight Alliance and Literary Magazine.
- Served as senior project advisor for multiple students.
- Provided direct intervention and mediation in disciplinary situations.
- Served as facilities manager for performance space.
- Developed constructive, meaningful relationships with students.

TECHNICAL SKILLS

Banner Student; Bank of America Works (User); Microsoft Office Suite; Adobe Creative Cloud; Bulk Mail Engines (Constant Contact, MailChimp, etc...); SignupGenius; Database Building and Management; Basic to Intermediate HTML; Graphic Design

TRAINING

Career Services Specialist Training (UNCG, 2012)

IMPACT Greensboro (*Center for Creative Leadership*, 2012 Cohort)

Professional Development (Education): *Advanced Placement Training in Literature and Composition*, *CHAMPS* (Classroom Management), *Reading/Content Area* (Literacy Training), *Cross-Roads Anti-Racism*

Training (Fostering Positive Cultural Relations), *Responsible Discipline* (Creating Culture of Discipline, School-wide)

J. Aguiar 2018