

# Rachel Greene

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## EDUCATION

**Brandeis University**, Waltham, MA

2016 - 2020

- ❖ Bachelor of Arts in Theater Arts with Highest Honors, Magna Cum Laude
- ❖ GPA: 3.738 (out of 4.0)

**Commonwealth Shakespeare Company: Apprentice Training Academy**, Boston, MA

June - Aug 2018

## WORK EXPERIENCE

**Marketing Associate | Artists' Theatre of Boston**, Boston, MA

Aug 2020 - Present

- ❖ Manage marketing and social media, utilizing Facebook, Instagram, Twitter, Microsoft Office, Slack, Canva, Photoshop
- ❖ Maintain warm working relationships with partner organizations
- ❖ Market events across platforms while maintaining organization's brand identity and style in all posts
- ❖ Produce and coordinate productions, rehearsals, talkbacks, and related events
- ❖ Collaborate regularly with core member team to curate season and programming

**Theatre Arts Educator | Beyond the 4<sup>th</sup> Wall Expression Theatre**, Cambridge, MA

Apr 2021 - Present

- ❖ Plan and implement original lesson plans for students aged 7-12, taught on Zoom

**Drama Group Leader | Tobin Beaudet Schools**, Needham, MA

Aug 2020 – Jan 2021

- ❖ Planned and implement lesson plans in theatre and drama for school-aged students
- ❖ Encouraged free thinking, collaboration, and creativity while maintaining the highest level of covid safety precautions
- ❖ Curated personal, individualized relationships with member families and students

**Teaching Assistant: Introduction to Acting | Brandeis University Dept. of Theater Arts**, Waltham, MA

Feb – May 2019

- ❖ Led warm-ups and assisted professor in needs technical, logistical, and artistic
- ❖ Met with students outside of class meetings to provide individual coaching and guidance

**Administrative Assistant | J-Day Camps**, Beachwood, OH

May - June 2018

- ❖ Completed administrative responsibilities including maintaining the student database and tracking payments

**Directing and Education Intern | Kesher Newton**, Newton, MA

Mar – May 2018

- ❖ Assistant directed student theatre production, worked with actors to improve singing, acting, dancing, and language

**Drama Specialist | Anisfield Day Camp**, Beachwood, OH

June – Aug 2017

- ❖ Created 9 weeks of original lesson plans for teaching theatre skills and appreciation to children ages 4-16
- ❖ Planned and managed multiple theme days and camp-wide events

**Artistic Intern | Dobama Theatre**, Cleveland Heights, OH

May-Aug 2016

- ❖ Assisted in areas both artistic and administrative, such as assistant stage managing second stage productions, managing box office operations, and planning and hosting community events

## LEADERSHIP

**Commonwealth Shakespeare Company - Alumni Committee Board Member (Inaugural Cohort)**

May 2020 – Present

- ❖ Maintain engagement with alumni base through social media, newsletters, and regular events

**Undergraduate Department Representative of Brandeis Department of Theater Arts**

Aug 2018 – May 2020

- ❖ Planned events and distributed weekly newsletter to raise student engagement with the department
- ❖ Spearheaded new initiatives for the department, such as increasing building accessibility and sustainability
- ❖ Served on the Department of Theater Arts season selection committee

**Proscenium Musical Theatre A Cappella – Rehearsal Manager, Publicist, Asst. Music Director**

Aug 2017 – May 2020

- ❖ Planned rehearsal schedules, maintained group productivity, and taught music during rehearsal times
- ❖ Managed social media presence across multiple platforms

## AWARDS

**Harold and Mimi Steinberg Prize for Best Original Play** (Brandeis Dept. of Theater Arts)

May 2020

**Roy K. Stevens '68 Prize in Theater Arts** (Brandeis Dept. of Theater Arts)

May 2020

**Outstanding Undergraduate Department Representative Prize** (Brandeis University)

May 2020

**Highest Honors awarded for a Senior Honors Thesis** (Brandeis Dept. of Theater Arts)

May 2020

**Brandeis University Dean's List**

Jan 2018 – May 2020