**JULIE ANN OTIS**

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EXPERIENCE

**SAMANA CONSULTING Boston, MA**

**Non-profit Arts Organization Consulting 2013 - 2017**

*Specializing in executive coaching, organizational development, fiscal management, fundraising, and
board development. Major clients include:*

**• Arts & Business Council,** - Taught fellowship recipients how to develop their businesses through
 **Creative Entrepreneurial**  marketing, price-setting, and community building **Fellowship Program** - Executive coaching in developing personal mission and leadership skills
 2014-2017

• **Independent Film** - Restructured budget to align with three-year strategic plan

 **Festival Boston** - Transitioned staff members from volunteer to full-time paid positions

2014-2017 - Conducted focus groups and developed fundraising plan, onboarding

 new board members

 - Provided coaching for major donor stewardship and corporate

 partnerships

• **ArtsEmerson** - Redesigned donor communications to align with mission and brand

 2014 - Created and executed spring stewardship and fundraising campaign

• **Spectrum Media** - Executive coaching in in personalizing outreach efforts and prioritizing
 2014 major donor communications

 - Completed fundraising campaign of almost $50,000 in eight weeks

• **Liars and Believers** - Consulted on a major programmatic transition and shift in artistic vision

 2014-2016 - Developed strategies for annual and quarterly fundraising campaigns,

 board stewardship, and major donor cultivation

 **-** Wrote grants and LOIs resulting in multiple new awards

Other clients: Massachusetts Production Coalition, Survivor Theatre Project, and individual artists

**SPEAKEASY STAGE COMPANY Boston, MA**

**Director of Development, Education, and Outreach 2008–2013**

- Increased total donated income by 56%, special events income by 118% and gala attendance by 200%

- Created new partnerships with schools, a student matinee program and study guides

- Cultivated 24 new Trustee and advisory board members

- Created and oversaw Artistic Fellowship program - paid positions for emerging arts administrators

- Established and formalized a volunteer program of artists, audiences, and advocates

- Expanded grant funding, including first-time funding from Theatre Communications Group, The Boston Foundation, and the company’s first multi-year commitment from Bank of America.

**BOSTON THEATRE WORKS Boston, MA**

**General Manager 2007–2008**

- Reduced outstanding debt by over 40% by updating cash flow analysis and budget monitoring

- Managed payroll, accounts payable & receivable, artist contracts, and annual tax review audit

- Created and executed marketing and fundraising campaigns, increasing attendance by over 50%**WILBUR THEATER Boston, MA**

**Assistant Theater Manager 2006–2007**

**COLONIAL THEATER, OPERA HOUSE, CHARLES PLAYHOUSE Boston, MA**

**Front of House Manager / Assistant Theater Manager 2002–2007**

**BROADWAY ACROSS AMERICA Boston, MA**

**Assistant Ticketing Services Manager 2001–2005**

**AMERICAN REPERTORY THEATER Cambridge, MA**

**Box Office Associate 2001**

**ARTS BOSTON Boston, MA**

**BoxTix Booth Manager 2000**

**INDEPENDENT MUSIC TEACHER**   **Somerville, MA**

**Voice and Piano instruction 1997–2001**

**TEACHING ENGAGEMENTS**

Creative Entrepreneurial Fellowship Coach Arts and Business Council of Boston Ongoing
Facilitator & Teacher Women’s Writing Collective Ongoing

Teacher, *Artistic Dharma Workshop* Arts and Business Council 2015

Lead Panelist, *The Artist/Administrator Model* Theatre Communications Group 2013

Panelist, *Creating Work/Life Balance in the Arts* Boston Center for the Arts 2011

**ART ENGAGEMENTS**

**Live Arts Boston Grant, The Boston Foundation and Barr Foundation Boston, MA**

*American Therapy* - *Civic Art Installation* **2017**

**Bloc Cafe Somerville, MA** *Miraculous Invisible - Photography Exhibit* **2017**
**Artist Residency, The Art Farm Marquette, NE 2015 & 2017**

**Institute of Contemporary Art** **Boston, MA**

*Poets in Ekphrasis - Performance Art* **2016**

**Artistic Fellow of Interdisciplinary Arts Somerville, MA***Pluck Your Prophecy - Interactive Public Art Installation*  **2016**

**Somerville Cultural Council Grant Somerville, MA** *Free Verse - Interactive Public Art Installation* **2015**

**Boston City Hall** **Boston, MA**
*Mayor’s Poetry Exhibition* **2013 & 2015**

#  **The Bridge Sound & Stage Cambridge, MA** *Sermons of the Real - Live Album Recording*  **2014EDUCATION**

# **BOSTON UNIVERSITY 2007**

# **Master of Science in Arts Administration,** *summa cum laude*

# **TUFTS UNIVERSITY**  **2000**

 **Bachelor of Arts in Theatre and Philosophy**