

Michèle Carter Cram

Multihyphenate creative with extensive artistic and administrative experience devoted to making, funding, and sharing theater that creates and strengthens community.

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EDUCATION

BA Liberal Arts, Concentration Theater — Sarah Lawrence College

EXPERIENCE

Grants Manager — Treasure Valley Children's Theater (Remote)
JUNE 2020- PRESENT

Took initiative to self-teach nonprofit management skills in order to successfully research potential funding sources and community partners. Prepared and submitted grant applications to private and public funders; single-handedly raised over \$30,000 in FY23 for organization (approx. 11% of annual budget).

Creative Enterprise Producing Apprentice— The Juilliard School, New York, NY
AUGUST 2023- MAY 2024

Assisted with the overall production of artistic and technical elements for a range of interdisciplinary performance projects by coordinating logistics and providing task force management. Redesigned data collection system to evaluate program efficacy based on mission-driven metrics. Produced tracking paperwork to support both front and back of house operations for artistic events. Regularly communicated program information to over 1000 students, faculty, and staff while ensuring consistency and clarity of tone.

Special Events Assistant — Sarah Lawrence College Events, Bronxville, NY
JANUARY 2023 - MAY 2023

Interacted with students and campus guests in a friendly and professional manner while staffing events and as a front facing administrative assistant. Utilized Canva to design posters and promotional material. Maintained confidentiality of office operations.

Stage Management Intern — Pennsylvania Shakespeare Festival, Center Valley, PA
MAY 2022-AUGUST 2022

Assisted festival stage managers with tracking paperwork, management, production organization, and daily rehearsal operations. Ensured a safe, organized, and efficient backstage environment. Diffused interpersonal tensions when necessary and took responsibility to create a professional and amicable working space.

Educator — Treasure Valley Children's Theater, Meridian, ID
JUNE 2015-AUGUST 2019

Chose materials and developed lesson plans based on organization's core values to teach students leadership and performance skills. Adapted in order to fill a range of educational and administrative positions, dependent on organization's needs.

RELATED EXPERIENCE

Co Chair and Director— Sarah Lawrence College Half Naked Shakespeare Ensemble
AUGUST 2021 - MAY 2022

Teacher's Assistant— Sarah Lawrence College
AUGUST 2021 - MAY 2022
To Sterling Swann- Stage Combat

Volunteer Teacher— Sarah Lawrence College Theater Outreach Program
AUGUST 2019 - MARCH 2020

SKILLS

- Written and verbal communication
- Project management
- Attention to detail
- Multitasking and prioritization
- Planning and coordination
- Quick learner
- Ability to work under pressure
- Leadership
- Problem solving
- Canva design
- Proficient in Audacity, QLab, and NLE Video Editing
- Licensed driver (state of Idaho)

LANGUAGES

- Fluent French
- Basic American Sign Language