

Michèle Carter Cram

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Nonprofit professional with 6+ years of artistic and administrative experience devoted to making, funding, and sharing live performing arts experiences.

EXPERIENCE

Administrative Assistant, Theatrical Productions — Manhattan School of Music, New York, NY

OCTOBER 2025- PRESENT

- Managed payroll for a team of 12+ student workers and contract stage managers
- Drafted program copy for graduate and undergraduate opera theater productions
- Calculated and tracked production grades for opera and musical theater students

Grants Manager — Treasure Valley Children's Theater (Remote)

JUNE 2020 - AUG 2025

- Prepared and submitted grant applications to private and public funders; single-handedly raised over \$108,000 between FY21-FY25.
- Took initiative to self-teach grant narrative and report writing and project management.
- Maintained CRM database and compiled year-end summaries for shareholders.

Freelance Theater Director — New York, NY

MAY 2024 - PRESENT

- Freelance director + assistant director. Associations: Ensemble Studio Theater, Red Bull Theater, Apocalyptic Artists, Dixon Place, The Chain, The Tank, etc.

Creative Enterprise Producing Assistant — The Juilliard School, New York, NY

AUGUST 2023- MAY 2024

- Assisted with the overall production of artistic and technical elements for 40+ interdisciplinary performance projects by coordinating logistics and providing task force management.
- Redesigned qualitative 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 1,000 students, faculty, and staff while ensuring consistency and clarity of tone.

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 for 3 productions.
- Ensured a safe, organized, and efficient backstage environment.
- Diffused interpersonal tensions when necessary and took responsibility to create a professional and amicable working space.

RELATED EXPERIENCE

Volunteer — *Theater of the Oppressed*, New York, NY

MAY 2025- PRESENT

Volunteer — *International Society for the Performing Arts*, New York, NY

JANUARY 2025

EDUCATION

BA Liberal Arts,
Concentration Theater —
Sarah Lawrence College

SKILLS

- Written / verbal communication
- Project management
- Attention to detail
- Multitasking and prioritization
- Quick learner
- Ability to work under pressure
- Leadership
- Problem solving
- Canva
- Audacity
- Slack
- Zoom
- QLab
- Google Suite
- Microsoft Suite
- Airtable
- Notion
- Asana
- Licensed driver (state of Idaho)

LANGUAGES

- Fluent French
- Basic American Sign Language