



HANNAH HUBBARD

CONTACT INFORMATION

Email: hannahghubbard@gmail.com

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Click link above to view administrative portfolio

REFERENCES

Jeff Clark - Elon Cultural and Special Programs

Deborah Leamy - Elon Performing Arts

Lynne Borderlon - Stagedoor Studios NOLA

Contact information available upon request

KEY STRENGTHS

- Planning/Scheduling
- Public Speaking
- Literary Writing
- Research
- Financial Management
- Trained in Hootsuite, Microsoft, and Google suites
- Proficient in various social media platforms including but not limited to:

Instagram, Facebook, Snapchat, Tik Tok, Twitter, LinkedIn, and Indeed

AWARDS

- Lohr-Myers Music Theatre Award (2021)
- Charles E. Cooper '01 Music Theatre Scholarship Recipient (2018-2022)
- Black Excellence Award Recipient (2019-2022)

PROFESSIONAL BACKGROUND

BET Awards Show Production Assistant

YOUNGBULL PRODUCTIONS | JUNE 2021

- Worked in the Executive Producer's office to complete daily administrative tasks
- Utilized interdepartmental communication to ensure safe and productive rehearsals
- Created schedules that support a fast pace work environment

Outreach Manager

ELON PERFORMING ARTS | MAY 2021 - MAY 2022

- Managed and maintained official social media presence
- Created a network of communication for alumni
- Coordinated Guest Artist visits, Masterclasses, Auditions, and various official events
- Facilitated Fundraising efforts for the annual Senior Casting Series (\$14,000 in three months for the series in spring 2022)

Box Office Assistant

ELON CULTURAL AND SPECIAL PROGRAMS | AUGUST 2021 - MAY 2022

- Monitored 15,000+ user profiles through AudienceView Ticketing Platform
- Analyzed creative content and conducted relevant research for various marketing strategies
- Introduced speakers for on-campus cultural events (*B.D. Wong Introduction at 2022 Martin Luther King Jr. Commemorative Address*)

ACADEMIC BACKGROUND

Elon University

BFA Music Theatre, BA Arts Administration
Fall 2018 - Spring 2022

- Treasurer, Renegades Student Productions (2019-2022)
- Associate Producer, Elon Tonight (2019-2021)
- Artistic Director, Elon Cares (2020-2022)
- Administrative Coordinator, "The Moment" (2020-2022)