

CORI GARDNER

425 Central Park West #2C New York, NY 10025
(917) 806-2187 | corigardner@gmail.com

AREAS OF EXPERTISE

Producing and Event Planning
Artistic Direction
Budgeting | Accounting | Payroll
Client Management

Contract negotiation and Administration
Marketing and Advertising
Organization and Multi-tasking
Talent Coaching and Direction

OBJECTIVE

Bring my strong planning, organizational and coordination skillset to companies where I can help develop and implement programs that will improve product delivery, meet corporate targets, enhance customer service, and enable effective team development and empowerment.

MANAGEMENT & PRODUCING

THE PATH FUND, Inc.

2007 - Present

Founder | Executive Producer | Treasurer, Board of Directors

- **Production & Event Management:** Executive Producer for all events. Creative involvement in all event planning. Oversee all marketing, talent, staff, and vendors. Client negotiations. Responsible for budgets, payroll, sponsorship, ticket sales per event.
 - **Events Include:** ROCKERS ON BROADWAY - annually, UN WOMEN (2012 -2021), 2009 JCC MACCABI GAMES – OPENING CEREMONIES (*Line Producer/ Entertainment Coordinator*), HBO On The Go Company Party, UNILEIVER Summer Staff Outing
- **Administration:** Negotiate all contracts with vendors, talent and production. Manage staff, interns, and volunteers. Board Liaison: Attend board meetings. Create meeting agendas, packets and keep minutes. Created audience development plans. Maintain files (paper and electronic).
- **Financial Management:** Create and maintain the organization's operating budget and project budgets. Prepare checks, invoices and provide receipts. Manage accounting system and prepare financials for accountant.
- **Marketing & Communication:** General communication with vendors, staff, volunteers, interns, and audience. Oversee website design, updates and maintenance. Developed marketing strategies. Oversee graphic design on all marketing advertisement, and e-communications. Planning, implementation and evaluation of all publicity campaigns.
- **Project Development:** Creative team member for developmental projects working with new artists. Plan and implement readings, concerts, events, and productions.
- **Fundraising:** Created Community Relief grant program to support artists during Covid-19 pandemic, supporting over 130 artists. Work closely with Board Members in raising sponsorship and donations. Organization has raised over \$750,000.

AURORA PRODUCTIONS, INC.

2016 - Present

Business Affairs Manager

- **Financial Management:** Accounts payable and receivable. Bookkeeping. Budgeting and forecasting. Prepared PPP Loan and Forgiveness applications. Account reporting for taxes.
- **Human Resource Management:** Manage payroll, On boarding for all employees, Benefits administration including PTO, Health Insurance and 401K. Organizing resumes and job applications, scheduling interviews.
- **Administration:** Preparing client contracts for productions. Acting as office representative for building responsibilities. Office Management including supplies, postage & delivery, PPE, and office equipment. Manage office staff and interns. House Seat order administration.
- **Marketing & Communication:** General communications with administrative vendors, staff, and interns. Re-design, updates and maintenance of website, other e-communications.

CORI GARDNER

425 Central Park West #2C New York, NY 10025
(917) 806-2187 | corigardner@gmail.com

DEBBI KATZ PRODUCTIONS

2016 Seasonal

Business Manager

- **Administration:** Created and maintain all company files (paper and electronic). Built and maintain website. Oversee ordering and vendor communications.
- **Financial Management:** Created and maintain company's accounting system. Prepared checks, invoices and provide receipts. Manage accounting system and prepare financial statement. Oversee and manage staff payroll.
- **Production & Event Management:** Creative team member on planning and implementation for 2016 The Glow Jack O' Lantern event, specifically focused on event music. On site staff coordinator and customer service.

WHOLE ARTIST MANAGEMENT

2012 – 2016

Senior Talent Manager

- **Client Management & Development:** Prepared and sent daily casting submissions. Scheduled and monitor auditions and casting work sessions for clients. Advised and coached clients on preparations of talent's package including: headshots, resumes, websites, auditions, special events, and publicity. Attended performances.
- **Administration & Financial Management:** Processed client contracts. Performed general office duties including phones, filing, maintenance. Prepared expense reports. Prepared invoices.
- **Marketing & Communication:** General communication with vendors, staff, and interns. Oversaw website design, updates and maintenance. Developed marketing strategies. Graphic design, on client and company marketing, advertisement, and e-communications. Communicated regularly with clients, agents, and casting directors.

GINGOLD THEATRICAL GROUP (Project Shaw / Shaw New York)

2011 – 2015

General Manager

- **Financial Management:** Set and managed the organization's operating budget and project budgets. Managed payroll and accounts payable and receivable, Reconciled all banking. Prepared checks, invoices and provide receipts.
- **Administration:** Managed office staff and all intern, volunteers. Board Liaison: Attend board meetings. Created meeting agendas and packets and kept minutes. Created audience development plans. Maintained company files.
- **Fundraising:** Prepared all grant applications, appeal letters, individual donors and follow-up reports, including budgets, and to develop fundraising plans/ideas.
- **Marketing & Communication:** General communication with vendors, staff, volunteers, interns, and audience. Oversaw re-design, updates and maintenance of website, advertisements and other e-communications. Developed marketing strategies to increase media coverage. Planning, implementation and evaluation of all publicity campaigns and prepare press kits
- **Event Management:** Assisted in planning, implementation and evaluation of local events, special presentations and fundraising events. Attended monthly staged reading event. Ensure all production items are prepared. Oversaw volunteers and Front Of House staff, and assist in any patron / audience needs.

WINGSPAN ARTS, INC.

2004 - 2008

Managing Director

- **Production & Event Management:** Produced special events, including Kids Film Festival, Annual Arts2 Life Gala and Readings and Concerts
- **Administration:** Worked closely with Executive Director on general organization business development, board development, and fundraising. Oversaw all general office administration including payroll, 401K and ordering. Processed contracts and payments for In-school, Afterschool and Conservatory programs.
- **Marketing & Communication:** Maintained and update website. Created marketing materials for all events. Oversaw consultants such as Press Agents, Graphic Designer, Web Designer and IT team
- **Financial Management:** Created and maintained organization budget. Processed payments and deposits for tuition-based programs. Managed accounting system and prepare financials for accountant.
- **Fundraising:** Member of Executive Committee working on strategic planning and professional development. Worked closely with Development Manager on grants.

CORI GARDNER

425 Central Park West #2C New York, NY 10025
(917) 806-2187 | corigardner@gmail.com

MARLOWE Restaurant, New York, NY **2002 - 2004**
General Manager

RIOT Entertainment, Inc.
1999 - 2003

General Partner | Business Manager | Co-Producer

Productions Include: Off-Broadway smash hit BAT BOY-THE MUSICAL, Dark Night Series at Studio 54 featuring Frank Whildhorn and Linda Eder, Investors reading of Dark of the Moon with director/producer Tim Childs, CHESS Live

Ford Center for the Performing Arts (CCE) - New York, NY **2001 - 2002**
House Manager

SFX Theatrical Group (Clear Channel Entertainment) - New York, NY **1998 - 2001**
Senior Contracts Manager

FREELANCE: EVENTS | PRODUCTION | TEACHING

BROADWAY DREAMS FOUNDATION

Master Class **2016**
Associate Producer | Stage Manager | Teaching Artist

QUANTUM CREATIVE STUDIOS

Event Production Associate 175th Anniversary Cunard Ship Lines Event, **2015**

BENDHEIM PERFORMING ARTS CENTER, Artist Coordinator | Teaching Artist **2009 - 2011**

EVENTQUEST, Inc.

Event Production Associate: JC Penny Spring 2009 Fashion Show at E-Space **2009**

SH-K-BOOM RECORDS

Freelance Line Producer: Michael John LaChuisa | Little Fish Live at Joe's Pub **2008**

SPRING AWAKENING, LLP

Freelance Line Producer: I-Tunes Live | Spring Awakening In Store Event at Apple Store – SoHo **2008**

STAGE MANAGEMENT & PRODUCTION

TRIUMPH OF LOVE, Broadway: Assistant Stage Manager, 1997 - 1998

THE MAGIC OF DAVID COPPERFIELD, Asian Tour: Administrative and Production Assistant, 1998

VICTOR VICTORIA, Broadway: Administrative Assistant to the Director of Marketing, 1997

YORK THEATRE COMPANY, Off-Broadway: Stage Manager & Assistant Stage Manager, Seasons 1996 – 1997

I DO! I DO!, Off-Broadway: Production Assistant, 1996

COMPUTER SKILLS

Mac OS X, Microsoft Office, Adobe Acrobat Pro, In-Design, Quick Books Pro & Online, Paychex & ADP Payroll systems, Little Green Light Donor Management System, FileMaker, DropBox, InEntertainment, Breakdowns

EDUCATION

Arizona State University, Tempe, AZ - Bachelor of Arts in Theater