

CORI GARDNER

CONTACT

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- 🌐 www.corigardner.com

AREAS OF EXPERTISE

- Operational Leadership
- Financial Management & Budgeting
- Contract Negotiation & Compliance
- Event Production & Coordination
- Team Leadership & Training
- Marketing & Audience Development

EDUCATION

ARIZONA STATE UNIVERSITY
Bachelor of Arts in Theater

ABOUT ME

Results-driven theatre executive with 25+ years of experience supporting nonprofit and performing arts organizations through budgeting, financial reporting, payroll administration, and compliance. Proven success managing operating budgets, overseeing AP/AR, cash-flow forecasting, and grant-related reporting. Proven ability to deliver high-quality productions, drive audience engagement, and manage complex projects on time and within budget.

WORK EXPERIENCE

FOUNDER | EXECUTIVE DIRECTOR | BOARD TREASURER

The PATH Fund, Inc (2007 - Present)

- Lead financial and operational management for a nonprofit arts organization, overseeing operating and program budget.
- Executive Producer for all events, responsible for
- Negotiated contracts with talent, vendors, and staff, ensuring compliance and favorable terms.
- Develop and manage annual operating budget and individual project budgets.
- Create audience development strategies and executed marketing campaigns, including website management and graphic design oversight.
- Raised over \$1.5M through innovative fundraising initiatives, including a COVID-19 relief grant program supporting 130+ artists.

BUSINESS AFFAIRS MANAGER

Aurora Productions (2016 - Present)

- Manage full-cycle accounting operations including accounts payable, accounts receivable, payroll, benefits administration, and tax documentation.
- Administer payroll, onboarding, and benefits, including health insurance and 401(k) plans.
- Prepare income statements, budget variance analyses, and cash-flow projections to guide executive decision-making.
- Oversee day-to-day office operations, including facilities coordination, supply procurement, and vendor management.
- Lead internal IT and systems improvement projects in partnership with external technology providers.
- Draft client contracts and acted as a liaison for building operations and office management.

BUSINESS MANAGER

Debbi Katz Productions (2016)

- Established accounting, payroll, and financial tracking systems for a startup production company. Supported budgeting, expense allocation, and vendor management for seasonal programming.
- Maintained reconciled financial records and supported timely tax and compliance reporting.
- Administered payroll, onboarding, and benefits, including health insurance and 401(k) plans.
- Supported event production, planning and on-site coordination for The Glow Jack O' Lantern event.

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CORE COMPETENCIES

- Nonprofit Financial Management
- Budget Development & Forecasting
- Financial Reporting & Reconciliations
- AP/AR & Payroll Administration
- Grant & Funder Reporting
- Contract Negotiation & Compliance
- Cash Flow Management
- Board & Stakeholder Reporting
- Audit & Documentation Support
- Multi-Project Financial Oversight

SKILLS

- Quick Books Pro & Online
- Microsoft Office | Google Sheets
- Paychex & ADP Payroll systems
- Donor Management software
- FileMaker
- Dropbox | Google Drive
- Canva

WORK EXPERIENCE CONT.

FOUNDING PARTNER / TALENT MANAGER

Whole Artist Management (2012 - 2016)

GENERAL MANAGER

Gingold Theatrical Group (2011 - 2015)

- Oversaw operating budgets, payroll, and financial reporting for a nonprofit theater organization.
- Produced monthly financial and operational reports for leadership.
- Collaborated with the Board of Directors, preparing agendas, meeting minutes, and development strategies.
- Directed fundraising efforts, including grant applications and donor outreach, and organized special events.
- Oversaw marketing initiatives, including website design, publicity campaigns, and audience engagement.

GENERAL PARTNER | BUSINESS MANAGER | PRODUCER

RIOT Entertainment, Inc. (1999 - 2003)

- BAT BOY: The Musical
- Dark Night Series at Studio 54 with Frank Whildhorn and Linda Eder
- Dark of the Moon
- CHESS Live

SENIOR CONTRACTS MANAGER

SFX Theatrical Group (Clear Channel Entertainment) (1998-2001)

HOUSE MANAGER

Ford Center for the Performing Arts (2001 -2002)

STAGE MANAGEMENT | PRODUCTION

- TRIUMPH OF LOVE, Broadway: Assistant Stage Manager
- THE MAGIC OF DAVID COPPERFIELD Asian Tour: Admin & Production Asst.
- VICTOR VICTORIA, Broadway: Assistant to the Director of Marketing
- YORK THEATRE COMPANY, Off-Broadway
Stage Manager & Assistant Stage Manager, Box Office - 3 Seasons
- I DO! I DO!, Off-Broadway: Production Assistant

EVENT PRODUCTION | TEACHING

- SPRING AWAKENING, LLP: I-Tunes Live
Freelance Line Producer: Spring Awakening Event at Apple – SoHo
- BROADWAY DREAMS FOUNDATION
Associate Producer, Stage Manager, Teaching Artist / Master Classes
- QUANTUM CREATIVE STUDIOS: Event Production Associate
- BENDHEIM PERFORMING ARTS CENTER: Artist Coordinator, Teaching Artist
- EVENTQUEST, Inc.: Event Production Associate