

Rachael Chapin Longo

Andover, MA 01810

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Profile

I am a professional theater artist, playwright and educator with 20 years of theater production, performance, teaching and arts administration experience. In addition to many years of directing and teaching in the theater arts, I have held administrative and managerial positions in non-profit organizations and corporate law practices. I am looking for opportunities to further my career using my strengths in creativity, communication, engagement and advocacy.

Experience

[Altman Nussbaum Shunnarah Trial Attorneys, Boston, MA 2022 - PRESENT](#)

Paralegal in a personal injury firm. Responsible for communicating with and managing a high number of clients, managing medical records and insurance claims and preparing demands in preparation for settling cases. Requires multi-tasking and strong interpersonal skills.

[Owner/Director, Shawsheen Arts Studio, Andover, MA - 2021 - PRESENT](#)

Founder and theater educator, coordinating and recruiting local artists to bring a variety of arts classes and workshops to the studio, including acting, painting, voice, photography, yoga, meditation and more. This role includes marketing, promotion, curriculum building, teaching and management of finances and facilities.

[Adjunct Professor of Acting & Theatre, Merrimack College, N. Andover, MA – 2014-2022](#)

Professor in the the Visual and Performing Arts Department. Instructing college students in acting and theater courses. Studies focus on acting technique, vocabulary, script reading and analysis, theater history, Drama in Education practices, character study and performance critique.

[Studio Manager, Esh Circus Arts, Somerville, MA – 2014-2020](#)

Member of the management team. Responsible for processing registrations, managing the class and event calendar, processing payments, coordinating instructor schedules, scheduling lessons and large events, creative program development and partnerships and answering all email inquiries to the school.

[Visiting Scholar in Theatre, Phillips Academy, Andover, MA – 2013-2014](#)

Faculty member in the Theater and Dance department for a one year contract. Instructing high school students in playwriting, acting and devised theater techniques. Created an original play in ad advanced level course. Provided professional development to the department and served as a guest instructor in other courses.

[Director of Education & Op Manager, The Playgroup Theatre, White Plains, NY – 2008-2012](#)

Responsible for all aspects of the theater's educational programming including curriculum writing, scheduling, parent communications, registration processing and artistic feedback to the staff. Hired and trained teaching artists for various positions. Directed full-scale

productions and taught classes in acting, musical theatre, movement and playwriting to children 4-18 years old. Additionally served as the Operations Manager, handling all administrative duties within the theater office, including box office ticketing.

Education

Skidmore College; Saratoga Springs, NY – BS in Theater 2000

New York University; New York, NY – MA in Ed. Theatre (Colleges & Communities) 2005

Skills

-Proficient in Microsoft Office, Outlook, World Wide Web, Social Media

-Extensive education and teaching experience with Educational Theatre practices and administration

-Excellent written and oral communication skills

-Management experience including staff hiring, development, publicity, communications, event planning, and corporate and non-profit administration

-Theater director for both adult and children's productions

-Experienced stage actor - dramatic & musical theatre

-Experience with devised theater projects, playwriting, stage management and box office operations.

-Attended playwriting workshops with master playwrights, Paula Vogel and Lauren Gunderson

-Current Company Member, theatre KAPOW, Manchester, NH

References

Dr. Kathleen Sills, Director of the Theatre Program/Associate Professor

Visual and Performing Arts Department

Merrimack College

North Andover, MA 01845

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Matthew Cahoon

Director of Theatre

New Hampton School

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Jill Abusch, Artistic Director

The Play Group Theatre

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