



Rachael Chapin Longo

EXPERIENCE

January 2013 - Current

Company Member/Board Member Theatre KAPOW

- Artistic adviser and collaborator for non-profit theater company.
- Roles include performing and directing in season Main Stage productions, new works development, season planning, leading professional actor trainings and assistance with administrative and facilities needs.

January 2024 - January 2025

Director of Programs Art Resource Collaborative for Kids (ARCK)

- Managing ARCK's in-school arts programs, communicating and collaborating with school and community partners, research and curriculum development for ARCK's in-school and educator training programs, lead presenter of educator trainings.
- Hiring, supervision and training of ARCK teaching artists.
- Planning and participating in community arts outreach projects and fundraisers.

January 2021 - January 2023

Owner/Director Shawsheen Arts Studio | Andover, MA

- 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 included marketing, promotion, curriculum development, teaching and management of staff, finances and facilities.

January 2014 - January 2022

Adjunct Professor of Acting & Theatre Merrimack College | N. Andover, MA

- Professor in the Visual and Performing Arts Department.
- Instructing college students in acting and theater courses and serving as a mentor for theater majors.
- Studies focused on acting technique, vocabulary, script reading and analysis, theater history, Drama in Education practices, character study and performance critique.

January 2014 - January 2020

Studio Manager Esh Circus Arts | Somerville, MA

- 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

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PROFILE

Professional artist and educator with over 20 years of experience in teaching, administration and artistic performance. Eight years of college-level instruction complemented by extensive work with diverse student populations. Proven track record in managing arts programs and holding administrative roles in non-profit and corporate sectors. Strong skills in mentoring, creativity, communication, and advocacy, seeking to leverage expertise in new opportunities.

SKILLS

- Microsoft Office proficiency
- Google Suite expertise
- Social Media
- Staff recruitment and supervision
- Program development
- Public relations
- Effective communication
- Event coordination
- Corporate and non-profit administration
- Town governance experience
- Educational theatre practices
- Written and oral communication
- Theater direction and stage

acting

- Dramatic and musical theatre
- Devised theater projects and playwriting
- Stage management and box office operations
- Workshop facilitation and community outreach
- Performance critique and curriculum development

WEBSITE

- www.rachaellongo.com

partnerships and answering all email inquiries to the school.

January 2013 - January 2014

Visiting Scholar in Theatre Phillips Academy | Andover, MA

- 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 an advanced level course.
- Provided professional development to the department and served as a guest instructor in other courses.

January 2008 - January 2012

Director of Education & Op Manager The Playgroup Theatre | White Plains, NY

- Responsible for all aspects of the theater's educational programming including curriculum development, 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

January 2005

MA | Ed. Theatre (Colleges & Communities)
New York University, New York, NY

January 2000

BS | Theater
Skidmore College, Saratoga Springs, NY

REFERENCES

- Dr. Kathleen Sills, Director of the Theatre Program/Associate Professor, Visual and Performing Arts Department, Merrimack College, North Andover, MA, sillsk@merrimack.edu
- Katie Collins, Director of Development, Capital Center for the Arts, Concord, NH, 603-225-1111 ext. 106, kcollins@ccanh.com
- Matthew Cahoon, Director of Theatre, New Hampton School, New Hampton, NH, mcahoon@newhampton.org