

# Hannah Catherine Willman

1401 Blair Mill Rd., #521 Silver Spring, MD 20910  
214.557.0060 [hannah@hannahwillman.com](mailto:hannah@hannahwillman.com)

## SUMMARY

A dedicated and dynamic arts professional with strong knowledge of and passion for education in the performing arts. A proven record of success in ticketing and development of donor relations. Exceptional interpersonal and communication skills. Ability to function effectively and independently in a fast-paced environment.

## EDUCATION

INDIANA UNIVERSITY, BLOOMINGTON, IN May 2004  
Bachelor of Science in Vocal Performance with an Outside Field in Arts Administration (BSOF), *Cum Laude*  
Overall GPA: 3.87/4.0 Awards: School of Music Dean's Award, Janie Fricke Scholarship, Alpha Lambda Delta

## PROFESSIONAL EXPERIENCE

**The Shakespeare Theatre Company** Washington, DC  
*Development Coordinator* 1/2006-4/2006

- Managed detailed schedule, correspondence and staff interviews for Chief Development Officer
  - Staffed major cultivation events, including Opening Nights, Mock Trial, Congressional Night, and the Will Award
- Foundations Development Associate* 6/2005-12/2005
- Prepared, compiled, and submitted grant proposals and reports to foundation and government organizations
  - Assisted Associate Director for Fdtns & Gov't in developing efficient and effective strategies for pursuing funding sources

**The John F. Kennedy Center for the Performing Arts** Washington, DC  
*Development Intern, Grants and Sponsorships* 1/2005-5/2005

- Drafted grant proposals, reports, and acknowledgements for foundation, corporation, and government entities
- Maintained foundation, corporate, and government relations through stewardship of existing donors, while actively researching new sources of funding
- Worked closely with the Grants and Sponsorships team to support major fundraising events, including the Kennedy Center Gala
- Managed and maintained documentation (hard files and Tessitura database files) on various funding sources

**Indiana University Auditorium** Bloomington, IN  
*Box Office Sales/ Guest Relations* 8/2003- 5/2004

- Cultivated a greater understanding of detailed performance contracts between individuals and venues
- Provided friendly and efficient customer services both over the phone and at ticket window; multi-tasked during large on-sales

**The Wonderlab Museum of Science, Health, and Technology** Bloomington, IN  
*Assistant Children's Program Manager/ Visitor Services Assistant* 4/2003- 8/2003

- Collaborated in researching, planning, and supervising of marketing events at large community activities
- Supported positive relationships between staff and volunteers by developing materials for volunteer appreciation programs

**Dallas Summer Musicals, Inc.** Dallas, TX  
*Guest Relations/ Theater Gift Store Sales/ Box Office Sales* 5/2002-8/2002

- Gained experience with sensitive customer service issues and assumed end-of-day financial duties of box office
- Utilized creativity in displays for merchandise; involved with buying patterns for stocking theater store

## RELEVANT COURSEWORK

Law and the Arts, Music Business, Leadership and Management for Not-for-Profits, History of Jazz, Contemporary Jazz and Soul, Managing and Behavior in Organizations, Marketing, Advertising and Promotional Management, Effective Negotiations, Accounting

## LEADERSHIP AND ARTS EXPERIENCE

*Extensive performance background in disciplines of music, dance, and theatre*

*Private Music Instructor, Music Theory, Vocal Performance, and Public Speaking* 7/2005-present

*International Association for Jazz Education (IAJE), member* 12/2003-present

*Jazz from Bloomington: a not-for-profit organization dedicated to promoting jazz, volunteer publicity assistant* 9/2003-5/2004

*Indiana University Music Volunteer Program (IUMVP), Chair of Ensembles* 9/2002-5/2003

*Indiana University Singing Hoosiers* 9/2000-12/2003

*Indiana University's premier female a cappella group, Ladies First, Director, Fall 2002* 4/2001-12/2003

## COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Microsoft Outlook, Tessitura, Ticketmaster Classic, Ticketmaster Archtics, Explorer Systems Museum Software, General Internet Research