

# Gwendolyn Boniface

## Education

**Master of Arts in Applied Theatre** (In Progress) from CUNY School of Professional Studies (2018 – 2021)

**Two-Year Part-Time Actor Training Program** at the William Esper Studio (2014 – 2016)

**Bachelor of Arts in Theatre, Minor in Music** from Mary Baldwin University (2007 – 2011)

## Administrative and Event Management Experience

**Programming Manager** at Mischief Management (Jun 4, 2018 – Present)

- Develop ideas for convention programming, such as panels, workshops, lectures, and meetups.
- Manage temporary staff and contractors.
- Assist in booking talent for guest appearances and correspond with talent and presenters to coordinate their sessions.
- Input and update information in Grenadine (event management program) and Attendify (event app).
- Interface with event partners such as A&E Networks.
- Coordinate set-up and break-down of programming rooms.
- Work with talent team to support guests and presenters.
- Lead programs as needed, including facilitating meetups, interviewing guests, and appearing on panels.

**Front Desk/Admissions Administrator** at Ballet Academy East (Aug 25, 2014 – Jun 2, 2017)

- Answered phones, directed inquiries, and welcomed students and families.
- Guided students through registration, handled billing, and tracked enrollment.
- Compiled, formatted, and copy edited a variety of documents, including marketing materials, correspondence, internal announcements, and info packets.
- Assisted in marketing tasks such as contact list administration, direct mail campaigns, and Constant Contact emails.
- Performed general administrative duties including filing, studio space scheduling, merchandise sales, and assistance on other projects as needed.

**Office Manager** at D & L Dance Center (Aug 20, 2013 – Jun 7, 2014)

- Greeted patrons and answered inquiries face-to-face, on the phone, and via email. Facilitated communication between teachers and families.
- Handled merchandise orders and tuition billing through DanceBoss.
- Worked on end-of-semester recitals, including sourcing props, communicating with venues, and other event coordination tasks.

**Arts Administration Intern** at Avalon Dance (Sep 4, 2012 – Jun 1, 2013)

- Welcomed visitors and students. Answered phones and assisted clients via email.
- Managed social media accounts, including growing Facebook following by 50%.
- Designed and edited documents such as recital programs and promotional materials.
- Handled registration, merchandise sales, and tuition billing through Jackrabbit Class.

## Teaching Experience

### **Leadership Trainer** at The Leadership Program (Aug 30, 2017 – Jun 6, 2018)

- Facilitated HERstory (a girls' empowerment program that concludes with an ethnographic theatre piece) with 1<sup>st</sup> through 5<sup>th</sup> grade students at a public school in Brooklyn two afternoons a week in the 2017 – 2018 school year.
- Completed a variety of professional development and curriculum trainings to learn TLP's pedagogy.

### **Musical Theatre Teaching Artist** at the Park Slope Armory YMCA (May 1, 2017 – May 28, 2018)

- Collaborated with the Director of Arts & Culture to structure a new program.
- Planned and taught classes for students ages 5 – 7 covering voice, acting, and movement.
- Directed children in end-of-session musical performance.

### **Summerdance Counselor/Drama Teacher** at Ballet Academy East (Jun 29, 2015 – Mar 30, 2017)

- Acted as a substitute creative drama teacher for 4-to-9-year-old students during the summer 2016 and spring 2017 sessions.
- Supervised 4-to-5-year-old campers during the summer 2015 session. Assisted in classes such as yoga, drama, art, musical theatre and singing.

### **Drama/Vocal Teacher** at CurtainUp Kids (Aug 4, 2014 – Present)

- Instructed students ages 5 to 14 in acting and vocal technique. Employed theatre games and daily warm-ups to facilitate focus and creativity.
- Wrote and edited scripts for end-of-session performances.
- Collaborated with co-teacher to develop each semester's lesson plans and direct musicals.
- Taught private voice lessons for upper-elementary and middle-school students.

### **Drama Teacher** at D & L Dance Center (Aug 20, 2013 – Jun 7, 2014)

- Acted as the first ever drama teacher at this studio.
- Taught beginner-level acting classes covering vocal technique, theatre history, scene study, and basic acting methods for children ages 7 to 11.

## Acting Experience

Role	Production	Company	Year
Joker/Forum Actor	Jamie's Story	CUNY School of Professional Studies	2019
Soloist	The Gay Cabaret II	No Man's Land Theatre Co.	2019
Soloist	The Gay Cabaret	No Man's Land Theatre Co.	2018
Chorus	What Happened at the Dolphin Show	The Habitat/Samuel French OOB Festival	2017
Meet and Greet Character/Show Performer	Dora's Friendship Fiesta, Character Dining, etc.	Nickelodeon Suites Resort	2012 - 2013
Daisy	Rhinoceros	Frost/Butcher	2012
Lucy	Mr. Marmalade	Howler's Theatre	2012
Understudy for Elma & Cherie	Bus Stop	Breakthrough Theatre	2012
Darlene Henshaw	The Diviners	Beth Marshall Presents	2011

## Acting Experience (continued)

Evelyn Nesbit	Ragtime: In Concert	Seminole Repertory Company	2011
Dodie	My Boyfriend's Wife	Mary Baldwin College	2011
Widow Beckwith	Shiloh Rules	Mary Baldwin College	2011
Helga	Kindertransport	Mary Baldwin College	2010
Ursula Merkle	Bye, Bye Birdie	Osceola Center for the Arts	2010
Fleance/Nurse	Macbeth, PhD.	Mary Baldwin College	2010
Flogolozzo	Servant of Two Masters	Mary Baldwin College	2010
Ensemble	Pirates of Penzance	Mary Baldwin College	2009
Ensemble	Children of Eden	Surfside Players	2009
Chorus #8	Medea	Mary Baldwin College	2009
Ensemble/Cop	Wonderful Town	Mary Baldwin College	2008

## Training and Professional Development

**The Cycle: Management of Successful Arts and Cultural Organizations** from the University of Maryland College Park, via Coursera (2020)

**Psychological First Aid** from the Johns Hopkins Bloomberg School of Public Health, via Coursera (2020)

**Early Childhood Conference** with the YMCA of Greater New York (2017)

Sessions Attended – Go with the Flow: Easy and Creative Transition Time Activities, Facilitating Language Development through Play

**Armatus Sexual Abuse Prevention Training** through the Park Slope Armory YMCA (2017)

**Face to Face Conference** with the NYC Arts in Education Roundtable (2017)

Sessions Attended – Ableism and the Arts, Engaging Technique with Contemporary Consciousness, Supporting Transitions (Adults with Autism), Paying for Professionalism (Trends in Teaching Artist Compensation), Sustaining the Artist in Teaching Artist

**Training of Trainers Workshop** at the Planned Parenthood NYC Training Institute (2017)

**Bystander Intervention Training** at First Unitarian Congregational Society in Brooklyn (2016)

**Guest Service Gold Certification** from the American Hotel and Lodging Association (2013)

**Private Voice Lessons** with Claire Hodge (2011 – 2014)