

# Lianna E. King

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## Education

**Middlesex County School of the Arts**, East Brunswick, NJ

**Class of:** 2013

**Hollins University**, Roanoke, VA

**Class of:** 2017

**B.A.** in Psychology

**B.F.A.** in Dance

## Teaching

- **Ms. Doreen's Fabulous Feet**, Metuchen NJ 2011-2013
- **Hollins Repertory Dance Company**, Hollins University, Roanoke, VA 2015 – 2017
- **Next Step Broadway**, Jersey City, NJ 2017 – Present

## Employment

**Six Flags Great Adventure**, Jackson, NJ

2012

### **Seasonal Performer**

Duties: Provided improvisational performances for audiences and tour groups. Provided on-site training for new employees.

**Wyndham Robertson Library: Media Services**, Roanoke, VA

2013 - 2017

### **Media Technology Management**

Duties: Provide customer service for all customer's questions and concerns. Keep an organized database for all media equipment, books, patron accounts, and renter information. Provided customer service for all customer's questions and concerns.

**Hollins University, Department of Housing and Residence Life**, Roanoke, VA

2014 - 2016

### **Residential Assistant**

Duties: Assist in new staff recruitment and training, planning monthly projects and socials, assess, evaluate and address resident hall needs, hold weekly office hours, establish rapport with 20 residents.

**Spilman Thomas & Battle PLLc.**, Roanoke, VA

2016

### **Courier**

Duties: Delivered mail to opposing law-firms. Maintained an online data base of all open and closed confidential files. Diligently picked up and distributed mail throughout the office. Successfully upheld a strict schedule.

**Jody Oberfelder Projects**, Manhattan, NY

2017-2018

### **Company Manager**

Duties: Sending press releases, publicize events, communicate with the Artistic Director and choreographer about scheduling, event planning, event facilitating, organize gifts for Kickstarter recipients, file taxes, organize checks and bank accounts, update social media and website for events and performances.

**Anabella Lenzu/DanceDrama**, Brooklyn NY

2017

### **Arts Administration Assistant**

Duties: Sending press releases, publicize events, communicate with the Artistic Directors and choreographer about scheduling and meetings, event planning, event facilitating.

**Peridance Capezio Center**, New York, NY

Present

### **Front Desk Manager**

Duties: Maintain a cleanly front desk appearance, greet everyone that enters the door, facilitate class registration, maintain a database of all student files, count classes, manage 2 workstudy assistants at a time, coordinate with management for meetings, mailing, and changes in the schedule.

**Danspace Project**, East Village, Manhattan, NY

Present

### **Development Associate in Institutional Giving**

Duties: Write and apply for grants, communicate with foundations, document communication, maintain up-to-date files on all correspondence and applications with foundation, document funding, maintaining the institutional deadline calendar, coordinating with Director of Development and Financial Director, acknowledge all foundation support, and facilitate in-kind donations for Galas.

## Internships

**Roanoke Rescue Mission, Roanoke, VA**

2014

***Intern to Case Manager of Drug Rehabilitation Center***

Duties: Implemented educational training for patients in the Learning Center. Assisted in planning and executing a therapy session with a patient. Organized and managed files of demographics for all patients.

**Hollins MFA in Dance Program, Roanoke, VA**

2014

***Technician & Stage Hand***

Duties: Assisted a Lighting Director to hang and focus lights. Created and executed lighting plots for performances.

**American Dance Festival, Durham, NC**

2015

***Dance Student Intern***

Duties: Assist with operational and administrative work at the festival. Plan, facilitate, and execute festival events.

**CoLab Arts, New Brunswick, NJ**

2017-2018

***Social Media & Grant Writing Intern***

Duties: publicize events, share information about local artists, write detailed grants for funding opportunities in the area, including Triskelion arts.

**Jody Oberfelder Projects, Manhattan, NY**

2017

***Administration and Performance Intern***

Duties: Sending Press releases, publicize events, communicate with the Artistic Director and Choreographer about scheduling, event planning, event facilitating.

## Organizations / Affiliations

**Hollins Repertory Dance Company, Hollins University, Roanoke, VA**

2015 – 2017

***Internal Chair***

Duties: Schedule and budget external club. Facilitate help for Dance Department shows. Worked closely with fundraising chair and faculty advisors. Work with Fundraising and Publicity Chairs for on-campus events. Be in constant communication with the Dance Department and Faculty advisors about fund usage, and events.