



EMILY ANNE GOES

PERFORMER, ADMINISTRATOR AND COMMUNITY ORGANIZER

PERSONAL PROFILE

I am a Mixed Filipina American with holistic knowledge of office administration and theatre ecology. I am also experienced in project management, marketing, creative initiatives and transformative justice.

WORK EXPERIENCE

Operations Manager

Broadway Advocacy Coalition | Nov 2021 - March 2023

- Working with Executive Director on Board and donor engagement, event production, financial processes, clerical and administrative tasks
- Served as the initial point of all communications and human resources
- Executed Professional Development and integrated self care into org
- Functioned as Office Manager, maintaining organization and ensured staff needs are met

Director of Digital Marketing and Design

The CRAFT Institute | Sept 2020 -present

- Maintain website and social media accounts across The CRAFT Institute, The International Black Theatre Summit and Create Ensemble
- Handle all internal administration and communications
- Curate graphics and video trailers for revolutionary courses and mentorship programs for artists of the global majority

Head of Marketing and Administration

Broadway Bound Theatre Festival | Jan 2020 - September 2021

- Conduct day-to-day production coordination, planning and implementation across 20 playwrights
- Spearhead conceptualization and implementation of marketing campaigns, social media posts and online presence
- Dismantle the current model that Off-Broadway is structured on

East Coast Programming Director

The Collegiate Association for Artists of Color | June 2020 - June 2021

- Curate culturally inclusive events and programs for students
- Partner with like-minded organizations and individuals to host a range of collaborative programming championing advocacy, education and power for all people

NYC Marketing Executive


Relovv | Aug 2017 - May 2019

- Lead a team of marketing interns in the NYC area, increasing NYU member penetration from 2% of pop. to 15% through marketing and events on campus (Featured on MTVU and WSP)

INTERESTS

Singing, dancing, acting, cultural studies, women's studies, gender and sexuality, uplifting Filipina voices, racial and social justice, diversity and inclusion in higher education, intersectionality in theater, poetry

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 @emilygoes

EDUCATION

BFA Musical Theatre
New York University
Tisch School of the Arts
2020

**Certificate in Intercultural
Performance**
Shanghai Theatre Academy
2020

SKILLS SUMMARY

- Administration
- Design Principles
- Community Building
- Microsoft Office
- Project and Office Management
- Social Media Marketing
- Event Development