



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

Receptionist

321 Theatrical Management | Aug 2021 - present

- Receiving and screening phone calls, managing GM and office schedules, handling conference room tech, support AGM's with necessary projects and assisting tenants with general daily needs

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
- Spearheads conceptualization and implementation of marketing campaigns, social media posts and online presence
- Dismantle the current model that Off-Broadway is structured on

Director of Digital Marketing and Design

The CRAFT Institute | Sept 2020 -present

- Handle the company's online presence – regularly updated the company's website and various social media accounts
- Curate graphics and video trailers for revolutionary courses and mentorship programs for artists of the global majority

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 projects with 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

CONTACT ME AT

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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
- Customer Service
- Microsoft Office
- Project and Office Management
- Social Media Marketing
- Programming/Event Development