

Shannon Vance Sheridan

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PROFILE: Professional arts management specialist with 7+ years experience in the field and a M.A. in Arts Management.

PROFESSIONAL EXPERIENCE

Ballet Tech Foundation, Inc., New York, NY

Director of Development

October 2000-June 2007

Manage the Development Department to raise \$1.5 – 2 million annually. Hired as Grants Manager 10/00, promoted to Director of Development 7/01.

- Create annual contributed income budget and fundraising plan.
- Conduct fundraising activities across all sectors: corporations, foundations, government and individuals including prospect research, grantwriting (120 proposals/year), site-visits, reports, individual giving campaigns, and annual gala event.
- Supervise Development Assistant.
- Manage relationship with mailhouse/print vendors.
- Spearheaded project to develop organizational website in 2002 and initiated an e-newsletter in 2003.
- Supported program development for the summer, after-school, and arts-in-education programs.

Callahan Consulting for the Arts, Washington, DC

Research Assistant

Dec.1999-Oct. 2000

- Conducted research for study on national dance community. Analyzed and summarized existing documents, transcribed interviews, edited report. Compiled database and assisted in distribution of a new NEA RFP.

Discovery Theater, The Smithsonian Associates, Washington, DC

Assistant to the Artistic Director (short-term contract)

May-Aug. 1999

- Wrote section of season brochure text, conducted internet research for learning guides, house management, and database maintenance.

Capezio Dance Theatre Shop, New York, NY

Ballet Department Assistant

Jan.1995-July 1998

EDUCATION

American University, Washington, DC

M.A. , Arts Management

May 2000

- Costume Fellow Fall 1998- May 2000
- Dean's List; honored with 'Distinction' (highest rank) on comprehensive exam; Committee Member: Rank & Tenure, Arts Mgmt. Search; Award: Outstanding Graduate Student, Dept. of Performing Arts (May 2000).

Mercyhurst College, Erie, PA

B.A. , Dance, Graduated *Magna Cum Laude*

May 1994

COMMUNITY ACTIVITIES

- Association of Fundraising Professionals – member
- AFAA (Aerobics & Fitness Association of America) certification in Group Fitness. CPR/AED certified.

* References available upon request.