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Current

Principal, Gladhill Rhone LLC

- *Strategic planning, non-profit application, focus groups, business start-up, evaluation, fundraising, marketing, and management consulting for arts and community groups.* Selected clients include the Metropolitan Regional Arts Council, the Arts Consortium of Carver County, the Rosemount Area Arts Council, Eagan Art House, Partnership Resources, Robbin Gallery, Black Dirt Theater, Nautilus Music-Theater, Off-Leash Area, the Minnesota Global Arts Institute, Mixed Precipitation, the Summit Hill Association, MotionPoems, the Dakota County Arts Collaborative, Minnestar, Bedlam, the International Society of Differentiation, Theatre of Fools, Nimbus Theatre, Open Eye Figure Theatre, Rosy Simas Danse, and The MovingCompany, as well as for individual artists and small galleries.
- *Financial management, personnel and human resources, marketing and social media, fundraising, grantwriting, and general management* for a range of on-going clients, including: Circus Juventas, IFP Minnesota, SEIU - Minnesota State Council, Minnesotans for a Fair Economy, the Minnesota and Illinois Fair Trade Coalitions, Mental Health Minnesota, Macalester-Groveland Community Council, the Caux Round Table, KidsPark, and Cathedral Hill Montessori.

Preservation Associate, Thomas R. Zahn and Associates

- Notable recent projects include an *Interpretive Plan* for the Upper Post of Fort Snelling; *Historic Surveys* for the City of Waseca, the City of Mankato, and the Macalester Park neighborhood of Saint Paul; *Historic Contexts* for Mankato, Waseca, Lake City and for the City of Chaska; Downtown District *Design Guidelines* for Breckenridge, MN and Wahpeton, ND; *Determinations of Eligibility* in Mankato, multiple properties in Southeast Minneapolis, and for the University of St. Thomas; and *Tax Credit/National Register* work for the former Minneapolis Fire Barns, the Minnesota Building, the Waseca bandstand, Christiania Lutheran Church, the Tower Depot, and Hofmann Apiaries.

Past Experience

Managing Director, Nautilus Music-Theater (2005-2010)

- Nautilus is a nationally-known company that supports for the creation, development, and production of new operas and other forms of music-theater.
- Responsibilities included all financial and business management; fundraising and grantwriting; personnel, human resources, and contract management; production management; marketing, social media and public relations; volunteer coordination; and office management.

Finance Director, The Jungle Theater (2004-2005)

- Handled financial management for non-profit Equity theater company. Responsibilities included payroll, billing, budgeting, royalties, reconciliations and audit preparation.
- Was responsible for personnel including establishment of new policies, Section 125 plan, contracting and benefits.
- Processed Equity and IATSE contracting, reporting, and payments.
- Performed service audit including insurance, building services, payroll and vendors.
- Opened wine bar and improved patron services.

Theatre de la Jeune Lune (1992-2004)

Director of Operations (1997-2004)

- Was in charge of all financial responsibilities for nationally recognized, Tony-award winning theatre company, including budgeting and cash flows, payroll, regular and contract employment, A/P, A/R, purchase orders, reconciliations and audit preparation.
- Managed employee relations including contracting (regular and 1099 employees), benefits (regular, flexible, and retirement plan), ERISA, COBRA, employee policies and other personnel matters.
- Theatre facility management including rentals and events, maintenance and services, computer network and phone systems, and liquor and concessions.
- Responsible for preservation plan and maintenance of adaptive use theatre building converted from former warehouse – Cass Gilbert façade, on National Register.
- Directly supervised all office and patron service staff, including box office managers, box office staff, bartenders and house management.
- Part of a membership team responsible for the long-range planning and growth of the theatre, including grantwriting, fundraising and strategic planning.

Marketing Associate (1992-1996)

- Among other responsibilities, in charge of: marketing budget; researching and producing teachers' guide and educational programs; playbill writing, design, production and ad sales; ad design, purchasing and placement.

Business Manager, Northeast Minneapolis Arts Association (2000-2003)

- Managed all financials and business affairs for visual arts organizations sponsoring annual “Art-A-Whirl” event with over 300 participating artists and studios, as well as general artist services for Northeast Minneapolis.
- Administered “Arts District Feasibility Study” for Northeast Minneapolis.

Membership and Office Manager, Minnesota Alliance for Arts in Education (1996-1998)

- Was responsible for financial management of \$350,000 non-profits arts advocacy organization.
- Led advocacy workshops, created arts in education advocacy handbook and other training materials.

Executive Coordinator, Beltrami Neighborhood Revitalization Project (1996-1998)

- Coordinated NRP program for the Northeast Minneapolis neighborhood.
- Identified key neighborhood issues and developed corresponding public response.
- Set task force and neighborhood meetings and facilitated meeting services; aided committees in setting goals, guidelines and agendas.
- Marketed programs and activities through press releases, public relations, cable television and bi-monthly publication, as well as posters and flyers.
- Handled all finances and budgeting, as well as fundraising and grantwriting.
- Acted as neighborhood liaison at meetings and with other groups and agencies.
- Identified, developed and promoted collaborations with other agencies (example: Paint-A-Thon)
- Supervised student interns and employees on Beltrami History Projects and Senior and Youth Project.
- Formulated written area plan (“First Step Action Plan”), as well as Scopes of Service, Requests for Proposals, and other strategic planning.

Education**Master of Arts in Historic Preservation, Goucher College, Baltimore, Maryland (graduated 2001)**

- Master’s Thesis: “An Investigation of Historic Conservation Districts as a Viable Option for Saint Paul, Minnesota”
- Winner of McCulloch prize for Best Thesis
- Preservation policy-oriented coursework with an emphasis on urban studies and non-profit management - 3.92 GPA
- Founding Editor, Masters of Arts in Historic Preservation Journal

Bachelor of Arts, Tufts University, Boston, Massachusetts (graduated 1989)

- BA, Magna Cum Laude in Drama, English, and Thesis
- Fullbright finalist, Dean’s List, Macmillan Prize Scholarship, Greenwood Prize Scholarship

St. Paul Academy/Summit School, St. Paul, Minnesota (graduated 1985)

- Dean’s List, National Merit Letter of Commendation, Drama Prize Cup

Other Education

- British and European Studies Group; London, England
- Guildhall School of Music and Drama; London, England

Related Experience

Volunteer Involvement: Summit Avenue Residential Preservation Association – President; Saint Paul Vacant/Historic Housing Task Force; Ramsey Hill Association – House Tour Brochure Chair, New York Life Eagle Restoration Committee; Old Town Restorations; Friends of Holcombe Circle; Summit-University Planning Council – seven year term including service as Vice-Chair and Chair of Neighborhood Development and Election committees; Founding Secretary of Warehouse District Business Association; Skewed Visions board; Songs of Hope board; Theatre Communications Group and John Hopkins University Listening Post Project; Mississippi Market Audit Committee; National Performing Arts Conference Convener; Minnesota Arts and Education Partnership; Randolph Heights PTA; frequent Metropolitan Regional Arts Council, Minnesota State Arts Board, and COMPAS panelist.

Training: in preservation, community development, board development, and non-profit management through the Wilder Foundation Neighborhood Leaders Program, Camp Wellstone, the Management Assistance Project, the Stevens Group, the Minnesota Council on Nonprofits, the Nonprofits Assistance Fund, the Metropolitan Regional Arts Council, Arts Learning Xchange, Restoration and Renovation Inc., and the National Trust for Historic Preservation.

Additional Honors and Awards: NAMPC Conference Scholarship – 2010; Institute for Community and Cultural Development Fellow – 2006-07; Blacklock Foundation Fellowship – 2002; Emerging Preservation Leader scholarship from the National Trust for Historic Preservation – 1999; “Brick” Community Leadership Finalist – national award for excellence in community leadership – 1998; Wilder Neighborhood Leadership Program – 1998.