



CARA ORLICH

Arts Manager

615-516-2097

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Education

Bachelor of Science in Dance Management | Oklahoma City University

Projected Graduation May 2024 | GPA: 3.9

Courses | Stage Management & Production, Touring, Dance Studio Management, Management of Nonprofit Arts Organizations, Development & Fundraising, Arts Management & Production I, II, & III, Teaching Strategies, Choreography Theory, Costume Lab, Public Speaking, Financial Accounting, Microeconomics

Experience

Artistic Director's/Choreographer's Assistant | Star Dance Company | January 2023-March 2023

- Worked closely with the director, communicated between the director, the line captains, and the dancers, running rehearsals, and taking and communicating show notes

Stage Manager | Ann Lacy School of Dance & Entertainment Audition | January 2023

- Communicated and organized dancers for solo audition

Studio Office Manager | Bellevue Performing Arts Center | Summer 2022

- Communicated to parents, handled studio enrollment finances, organized schedule changes, and recruited new dancers

Jazz, Ballet, Musical Theater & Hip Hop Instructor | Bellevue Performing Arts Center | Summer 2022

- Taught different styles to students ages 3-adult, and covered other teachers' classes

Marketing Team | Virtual Student Choreography Show | Fall 2022

- Attended team meetings, took direction from Marketing Chair, and worked closely with choreographers to create bios for program

Chiropractor Assistant | Walker Chiropractic Center | Summer 2021

- Scheduled patients, prepared the medical space, handled office finances, and organized patient information

Homecoming Chair | Alpha Chi Omega | Spring 2023-Current

- Recruit members of the chapter to join roster, communicate with team, liaison between homecoming committee and the Alpha Chi Omega chapter, scheduled service hours, and coordinated rehearsal schedule with members.

Relay for Life Recruitment Chair | Father Ryan High School | Spring 2019-Fall 2020

- Distributed tasks to board members, communicated to both on and off campus teams, coordinating board members' schedules, and planning and running meetings

Line Captain | Star Dance Company | Fall 2022

- Lead rehearsal, working with different groups in rehearsal, and communicating choreography changes and notes

Recognition, Involvement & Skills

Scholarships | OCU Dance Talent Scholarship, Arts Management Scholarship, Mehr Dance Arts Management Scholarship

OCU Pep Dancers | Performer

Greek Life | Alpha Chi Omega Gamma Tau Chapter

Volunteer | Relay for Life, Life.Kids, Nations Ministry after school program