

Julia Lewandowski

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JuliaLewMusic.com

Education

University of Wisconsin - Parkside

Post Baccalaureate Program - Music - Jazz Studies

Expected Graduation May 2024

University of Wisconsin - Milwaukee

Journalism, Advertising, and Media Studies

Concentrations in Advertising/Public Relations and Media Studies

Certificate in Digital Arts and Culture

Minor in Music

September 2016 - May 2020

GPA: 3.6

Cum Laude

Experience

The American Theatre Guild

Advertising Associate

Kansas City, Mo.

Oct. 2021 - Sept. 2022

- Kept track of advertising expenses for Broadway shows in 14 different markets nationwide
- Created invoices for production expenses using Microsoft Word
- Organized ad expenses and invoices into Advertising Packs using Microsoft Excel and Adobe Acrobat DC
- Edited 30 and 15 second TV/radio commercials using Adobe Audition and Premiere Pro
- Communicated externally with press agents and company managers in New York via Microsoft Outlook 365
- Assisted senior team members with other tasks as needed

Skylight Music Theatre

Box Office Supervisor

Milwaukee, Wis.

Nov. 2020 – Oct. 2021

- Managed constituent data, created new shows/seasons using the Tessitura Network
- Coordinated ticket purchases, exchanges, and season subscription renewals over the phone and in-person
- Facilitated communication among box office associates and finance departments by processing deposits, scanning receipts, and filing records
- Proof read tri-fold and season brochures, calendars, and playbills for the marketing department

Chicago Cultural Alliance

Membership and Development Intern

Chicago, Il.

Feb. 2021 - June 2021

- Supported the Executive Director by scheduling appointments with Calend.ly and Office 365, attended staff and Audience Engagement Committee meetings; Recorded minutes for Audience Engagement Committee meetings
- Managed donor records and constituent accounts in NeonCRM
- Assisted in program logistics for Activating Heritage Conference and the Annual Fundraising Gala
- Collaborated with the Member & Donor Engagement Manager of the 2021 Annual Fundraiser pitch to Board, conducted research for silent auction and secured donations
- Researched virtual fundraising platforms and gift box features and prices
- Helped draft donor communications including newsletters, acknowledgements, and emails through MailChimp reaching 6,000+ people

Sharon Lynne Wilson Center for the Arts

Marketing Assistant

Brookfield, Wis.

Aug. 2019 – May 2020

- Promoted Education and Visual Arts departments by managing Instagram account
- Increased Instagram following by 46.5% by using social media scheduling software Buffer
- Created print materials by writing descriptions and proofing, production, and photographing events for promotional material
- Data entry with Google Sheets - compiled marketing contacts to expand marketing database

Guitar Festival Social Media Assistant

Mar. 2019 – Aug. 2019

- Developed social media plan to reinforce the Festival brand and to engage returning/potential competitors
- Managed and increased Twitter following by 12% and Instagram following by 115%
- Increased number of competitive participants by 20% from 2018
- Interviewed sponsors/panelists for the blog and YouTube videos, transcribed an interview from winner