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| Horejsi, Brooke |
| brooke.horejsi@utah.edu |
| Education |
| 2004 | University of Oregon | Eugene, OR |
| Master of Arts in Arts Administration* Graduate Teaching Fellow: Art and Gender, Art and Values, Member: Student Advisory Group
* Thesis work: *A study of compensation for managerial and administrative staff in the nonprofit theater industry*
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| 1998 | University of Minnesota | Minneapolis, MN |
| bachelor of Arts in Technical Theater, Spanish, and English (Triple Major)* Dean’s List and College of Liberal Arts Scholar, Norcostco Scholarship for Scenic Artists
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| Professional Experience |
| 7/1/2015 to Present | University of Utah, College of Fine Arts | Salt Lake City, UT |
| Assistant Dean, art & Creative Engagement/Executive Director, Utahpresents* Articulates and implements the programmatic vision for a campus based performing arts presented program
* Programs a multi-disciplinary season, including artist fee negotiation and contracting
* Directs and manages overall operations of the presented series, including marketing, fundraising, production, finance, guest and artist relations
* Supervises staff and oversees internal procedures of the department
* Oversees the scheduling, contracting, execution, and general maintenance of Kingsbury Hall
* Maintains mutually respectful relationships with academic units, campus departments, and the larger community, with an eye for successful collaborations and partnerships
* Works with a 25 member advisory council
* Serves on the College of Fine Arts Dean’s Cabinet & Executive Committee
* Supports CFA academic unit faculty in making connections on campus and in the community
* Works to embed creativity across campus
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| 8/1/2008 to 6/6/2014 | College of Saint Benedict/Saint John’s University | St. Joseph, MN |
| Deputy Director – Fine Arts Programming (FAP)* Director level position within a campus based, arts presenting organization.
* Directly oversaw all operational facets of FAP programs and played a key role in the programmatic, strategic and fiscal leadership of the department
* Supervised staff and internal procedures in the technical production, front of house, event management, gallery and box office departments
* Oversaw the scheduling, contracting, execution, and general maintenance of all performance and exhibition areas in the FAP campus venues for a variety of uses (presented series, academic usage, outside rentals)
* Worked with a 22 member advisory council
* Played a key role in the following sampling of FAP successes
* Increasing student tickets sales over 50% and expanding the collaborations between FAP and campus departments beyond the Fine Arts (i.e. see the recent WolfBrown report *“Overview of Findings: Engaging Next Generation Audiences: A Study of College Student Preferences towards Music and the Performing Arts”* which utilizes one such collaboration as a successful case study)
* Semi-finalist in Round II of the Doris Duke Foundation Creative Campus Innovations Grant
* Turning around an ailing budget to establish a consistently balanced fiscal year end
* Developing a programmatic partnership with a local theater company to meet K-12 needs
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| 2008 - Present  | University of Utah/College of Saint Benedict & Saint John’s University/University of Minnesota | Minnesota/Utah |
| Adjunct Faculty* I-3 credit course: Introduction to Arts Administration. Topics of study include; mission, structure, Board of Directors, finance/budgeting, marketing, fundraising, volunteers and grant writing.
* 4 credit course: Principles in Arts Management. Students develop a not for profit arts organization from the ground up.
* Courses includes visits to and from local arts professionals
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| 6/20/2004 to 7/15/2008 | VEE Corporation | Minneapolis, MN |
| Director of Booking* Successful routing and booking of multiple family entertainment touring shows, including *Sesame Street Live,* by anticipating such details as competition, operational issues, market specific details and long term, multi-product goals
* Instigating, developing and maintaining strong relationships with venue and promotional partners
* Negotiating terms of engagement contracts, including co-promote, rental and buyout arrangements
* Budgeting and financial forecasting of each engagement
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| 4/15/2003 to 6/5/2004 | Oregon Contemporary Theater | Eugene, OR |
| General Manager* General accounting and office management for a non-profit theatre company, including grant writing, database maintenance, development and execution of marketing and donation campaigns
* Supervised and coordinated box office staff, volunteers and interns
* Coordinated gala and fundraising events from idea stage to final execution
* Supported an 8-10 member Board of Directors
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| 7/1/1998 to 5/1/2002 | VEE Corporation | International Tours |
| Company Manager* 10 to 11 Month tours of the US and Canada. Worked with venues such as: The Rosemont Theatre-Chicago, Madison Square Garden-NYC, The Hawaii Theatre-Honolulu, HI and The Merriam Theatre-Philadelphia, PA
* Made all travel and logistical arrangements for tour personnel, equipment and trucks.
* Responsible for all personnel issues (i.e. payroll, disciplinary actions, hiring/firing, employee evaluations and morale)
* Supervised all local staff such as stagehands, security, ushers, and ticket sellers. Monitored and limited numbers and hours with an emphasis on cost control
* Fully understood all requirements of IATSE and Equity Union contracts, and interpreted those contracts on daily operating decisions
* Prepared all financial settlements (i.e. marketing, box office, petty cash, and any and all final settlements with venue)
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| Related experience |
| * Member: Western Arts Alliance, Association of Performing Arts Presenters, Utah Cultural Alliance, Utah Women’s Forum, Utah Nonprofits Association
* Active Board Member of the Utah Cultural Alliance
* Association of Performing Arts Presenters Leadership Fellows Program – inaugural cohort
* Association of Performing Arts Presenters Leadership Development Institute’s Collaborative Inquiry Cohort researching the topic of *Knowing and Connecting with Community*
* Service as Chairperson for the CSB/SJU Administrative Assembly and Administrative Professional Development committees
* Former Board Member for Minnesota Citizens for the Arts and Minnesota Presenters Network
* Member of the 2013 & 2014 Performing Arts Cultural Delegations hosted by the Chinese Ministry of Culture
* Experience serving on multiple grant review panels, jury committees, and volunteer experience with various groups
* Technical theater experience in Scenic Art/Design, Properties Design/Management, and Stage Management
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