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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* | | | |
| 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 | | | |
| 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 | | | |
| 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 | | | |
| 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 | | | |
| 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 | | | |
| 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) | | | |
| 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 | | | |