

Adia I. Evans

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EMPLOYMENT

Company Coordinator

Des Moines Metro Opera | Indianola, IA

June 2021– present

SKILLS: capacity building, program development, community building

- Create and distribute the daily schedule for all mainstage shows, apprentice artist scenes, voice lessons, and costume/wig fittings, and production meetings.
- Coordinate all communication with orchestra members about upcoming rehearsals and performances.
- Assist principal and apprentice artists with additional housing, travel, or rehearsal needs.
- Work directly with the Artistic Administrator on various projects as needed throughout the season.
- Experience with Microsoft Office Suite, Propred, and Outlook

Marketing & Communications Manager - Graduate Assistant

University of Tennessee Opera Theater | Knoxville TN

Aug 2020 – May 2021

SKILLS: content creation, social media management, community engagement

- Collaborated with faculty, staff, students, and local opera companies to promote events.
- Generated new campaign ideas and designs for Facebook, Instagram, and YouTube platforms.
- Trained a new social media graduate assistant to assist in sustainability post-contract.
- Experience with Canva, Adobe Suite, WordPress, GarageBand, iMovie

Pride Fulfillment Logistics Temp

Human Rights Campaign | Washington D.C.

May 2018 – Sept 2018

SKILLS: capacity building, program development, community building, organization, creative leadership

→ *Formerly Pride Fulfillment Temp from May 2018 – July 2018*

- Worked closely with small administrative team in the preparation of over 300 shipments.
- Organized and effectively manage the storage of materials.
- Assisted in management of an accurate inventory of materials.
- Pre-packed shipments for weekends with numerous pride events.

Volunteer Engagement Coordinator

Community Preservation and Development Corporation | Silver Spring MD

Sept 2015– Aug 2019

SKILLS: capacity building, program development, community building, organization, creative leadership

→ *Formerly Volunteer Engagement Associate from September 2015 - September 2017*

- Develop and maintain comprehensive outreach strategy (newsletter, brochure, social media etc.)
- Build and expand a web-based portal and toolkits for volunteer supervisors or volunteers.
- Develop and manage volunteer programs including an internship program.
- Experience with MailChimp, Volgisitics, Survey Monkey, Microsoft Office Suite

Undergraduate Outreach Team Member

LGBT Equity Center | University of Maryland College Park

Aug 2013- Jan 2015

SKILLS: data entry, social media management, public speaking, collaboration, facilitation, inclusion training.

- Gathered and analyzed demographic data about the LGBTQ community to guide program development.
- Developed innovative programs based on analysis of community needs and interests.

EDUCATION & TRAINING

MM Voice Performance | University of Tennessee Knoxville - UT Opera Theatre | 2021

AmeriCorps Member | Public Allies - Washington DC | 2015 – 2017

BM Voice Performance | LGBT Studies; French Studies | University of Maryland College Park | 2019