

Alexis Neumann

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Long Beach, CA

Education:

-MFA in Visual Arts & MA in Critical Studies from Pacific Northwest College of Art at Willamette University
-BA in Music and BA in Comparative History from the University of Washington

Work Experience:

- Events Manager Oct 2024- Jan 2025

Angels Gate Cultural Center (separated due to unexpected financial issues) Los Angeles, CA

- Planned, coordinated, and executed all campus events, overseeing community classes, gallery events, public festivals, and managed calendar, budget, volunteers, and contracts.
- Managed administrative duties of the front office, ensuring timely communication, proper compliance with campus safety and operational measures, and collecting and processing payments.
- Organized and managed facility rental contracts for events on campus, including major filming projects.

- Development Coordinator Mar 2023 - Oct 2024

Easterseals Oregon Portland, OR

- Managed donor database and meaningful communication with donors, using data management skills to enhance donor relations and support program reporting for the non-profit.
- Directed marketing and social media strategies, creating promotional materials in all media formats including video and print, and implemented campaigns to increase awareness and support.
- Coordinated volunteer management and orchestrated a full calendar of major donor events, including galas, auctions, and state-wide fundraising events, as well as volunteer events and events for the community.

- Special Projects Coordinator Nov 2020 - Mar 2022

Elisabeth Jones Art Center (now known as Parallax Art Center) Portland, OR

- Designed and coordinated major West Coast art festivals, created relationships with community sponsors and provided clear and timely communication with 75+ artists per festival.
- Developed and managed social media strategies and created promotional materials (print and web) for exhibitions and gallery events.
- Managed all aspects of exhibition logistics, including installation and de-installation, program and exhibition design, event production, community involvement and collaboration, and volunteer coordination.

- Operations Manager Nov 2018 - June 2020

North Country Productions Portland, OR

- Managed day-to-day operations of business, including client relations, employee management, invoicing, social media management, and website maintenance.
- Designed and implemented print marketing strategies for numerous arts, music, theater, and dance organizations, as well as non-profits in Portland.

- Exhibitions Assistant Aug 2017- Nov 2018

Chihuly Garden & Glass Seattle, WA

- Conducted daily gallery talks and led VIP tours, ensuring thoughtful communication and safety practices.
- Assisted in coordinating the Membership Program and managed the Community Enrichment Ticket Program, organizing communication between the Hot Shop, gallery, and different event spaces and divisions.

Skills: Arts Education Administration, Non-profit Program Coordination, Exceptional Written and Verbal Communication Skills, Social Media Management, Website Maintenance, Event Planning and Production, Donor Database Management, Volunteer Management, Adobe Creative Suite, Budgeting, Quickbooks, Accounts Payable + Receivable, Payroll, Copywriting, Creative Problem Solving, Intercultural Awareness, Squarespace + Wix, DonorPerfect, Canva, Adaptability, Multitasking, Grant Writing and Reporting, Community Engagement, Fundraising and Development, Google Suite, Microsoft Office Systems.