

Mercedes Blankenship

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Work Experience

Arts for the Aging – Grants Coordinator May 2023–Present

- Provide administrative and collaborative support as part of the two-person development department of a nonprofit social service organization, specifically focusing on institutional giving (approximately 70% of organization's annual revenue)
- Contribute to the strategy, writing, and editing processes for grant deliverables (applications, letters of inquiry, reports, etc.), including regularly completing deliverables independently and collaborating on project budgets with the Program Director
- Conduct extensive research on funders and introduce viable prospective funding opportunities on a twice-monthly basis
- Improved calendar and tracking systems for grant deliverables, including automating time-consuming processes (e.g. counting number of pending applications, tracking categories of deliverables, updating information in multiple places)

Round House Theatre – Multiple Roles Aug. 2021–Present

Box Office Associate (Sep. 2022–Present)

- Provide customer service to theatre patrons over the phone, email, and in-person
- Process subscriptions, ticket sales, exchanges, refunds, and donations using Tessitura CRM software

Summer Camp Teaching Artist and Administrative Assistant (Jun. 2022–Aug. 2022)

- Planned and carried out lessons on acting, design, devising, and improv for students grades K–12
- Provided administrative support during the camp day, including tracking staff and student paperwork

Education Apprentice (Aug. 2021–Jun. 2022) Aug. 2021–June 2022

- Provided administrative support in the Education department of a nonprofit professional LORT D theatre
- Served as teacher and teaching assistant in theatre education programs for grades K–12
- Assisted with research for education outreach, teaching resources, curriculum planning, and long-term department projects

Wildwood Summer Theatre Board of Directors – Tenured Member Aug. 2017–Aug. 2023

- Elected by fellow board members to participate in the planning, fundraising, staffing, and production of full-length musicals for an entirely youth-run, nonprofit community theatre company
- Led initiatives to eliminate financial barriers for company members, including changing company dues to a pay-what-you-can model and securing a rehearsal and performance space that is easily accessible via public transportation

Webmaster (Sep. 2020–Aug. 2023)

- Maintained the company's online presence by regularly updating the official website and social media accounts
- Streamlined key processes of staff applications and new member recruitment using Google Forms
- Wrote and designed regular company MailChimp newsletters for an audience of over 500 recipients

Department of Performing Arts, American University – Teaching Assistant Fall 2018, Spring 2020

- *Survey of Musical Theatre, Prof. Nathan Beary Blustein - Fall 2018:* Assisted with course planning and instruction for upper-level musical theatre history course; lectured and led discussions throughout the semester; advised students on individual research projects
- *Scene Into Song, Prof. Nathan Beary Blustein - Spring 2020:* Worked with a cohort of 12 college performers on musical theatre solos and scenes to develop acting and vocal technique, both in class and during individual coachings; assisted with course planning & selection of repertoire for students

Education

American University, College of Arts & Sciences (*Washington, DC*)

B.A. Performing Arts: Musical Theatre

AU Scholars Program; Presidential Scholarship Recipient; National Merit Hispanic Scholar

Skills

Technology/Software: Tessitura; DonorPerfect; Google Workspace; Microsoft Office Suite; Adobe Photoshop; iMovie; Final Cut Pro; Slack; Canva; MailChimp; Constant Contact; SquareSpace; Wix; basic HTML/CSS

Additional: Maryland Driver's License; cross-stitching and embroidery; bass drum/percussion experience; vast knowledge of niche musical theatre trivia