

Brídín Sarah Clements

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SELECT PROFESSIONAL EXPERIENCE

Department Administrator NYU Undergrad Film & TV Dept Chair, Ezra Sacks 2021 – Present
Serve as chief of staff, providing administrative management and operational oversight to the Chair of one of NYU's largest departments, support a community of 1200+ students, 100+ faculty and 60+ staff. Facilitate peer-to-peer mentorship program and other student engagement initiatives; Serve as co-chair for Community Development committee; Support department in administrative management, communications, event planning, and community engagement areas.

Associate Production Manager NYU Tisch Drama Dept. Chair, Rubén Polendo 2018 – 2021
Administrator and faculty member in academic department supporting approximately 1600 students. Facilitate production operations; Create and maintain systems for supporting 150+ productions annually; Onboard guest artists; Hire, train & supervise staff of student employees; Manage ticketing, front-of-house, graphic design, and communications for department productions; Produce departmental special events; Facilitate theater course for 400+ students; Teach & mentor management students; Serve as Faculty Advisor for Coalition of Disabled Artists; Serve as member of Office of Diversity Initiatives with focus on production support and content development; Helm project management for special projects.

Special Assistant American Repertory Theater Artistic Director, Diane Paulus 2016 – 2018
At Harvard University Exec. Producer, Diane Borger
Chief of Staff for executive leadership at renowned Regional Theater. Provided high-level administrative support to the Artistic Director & Executive Producer; Managed schedules, processed financial transactions, arranged travel; Attended meetings on behalf of AD; Managed stakeholder communications; Delivered A.R.T.'s comprehensive internship programs; Collaborated with Development office on research, Board liaisons, event planning, and capital campaign preparation; Assisted with gala planning.

Business Manager North Coast Hip-Hop Improv Managing Director, Douglas Widick 2016 – 2017
Developed the role of Business Manager for NYC's premier hip-hop improv company. Developed relationships with new and existing clients, negotiated contracts, tracked invoices & expenses, managed payroll, arranged travel itineraries, managed marketing efforts, scheduled rehearsals. Collaborated as a creative producer on new projects. Managed weekly shows.

Regional Field Director Clements for Congress U.S. Congressional Candidate, Paul Clements 2016
Managed field operations for U.S. Congressional campaign in the two months leading up to the election. Recruited & supervised volunteers; strategically charted outreach regions based on voter records; facilitated canvassing & phone banks; led data entry teams; analyzed data. Collaborated with MI Coordinated Campaign to organize Get Out The Vote Efforts.

Assistant General Manager New York Musical Festival General Manager, Liz Ulmer 2015, 2016
Supported the planning and execution of four-week festival across multiple premier NYC venues. Managed finances and contracts, provided administrative support to office, coordinated internship program, recruited and trained staff, supervised front-of-house operations, reconciled daily box office statements, produced and staffed special events.

Operations Manager Tinc Productions President, Ryan Kirk 2015 – 2016
Managed finances, HR, education and marketing for production management firm as the company transitioned from a focus on corporate event management to theatrical production management. Generated monthly and annual financial reports, tracked invoices, managed vendor communications, managed complex payroll, planned employee cultivation events, coordinated internship and training programs, created social media and blog content, maintained company website and other marketing assets.

Producing Assistant American Realness Producer, Ben Pryor 2012 – 2014
Supported planning and management of international performance festival. Coordinated facilities planning; developed community partnerships; produced pop-up exhibits; compiled press kits & managed distribution; developed comprehensive internship program; assisted with artist services; supported hiring and training of festival staff; generated post-festival impact reports.

SKILLS

Core Competencies: Strategic Planning, Teaching & Mentoring, Project Management, Team Building, Financial Management
Proficient in: Adobe Creative Suite, Adobe Experience Manager (AEM), Canva, Google Analytics, Hootsuite, Mailchimp, OvationTix, Prepared, Quickbooks, Qualtrics, Slack, ShowTix4U, Surepayroll, Vimeo, Wordpress, Zoom Webinar

Basic knowledge: Adobe Premiere Pro, document accessibility, MoneyWorks, OBS, Salesforce, Tessitura, Vectorworks, Votebuilder

SERVICE

NYU Administrative Management Council, Alternate Representative | NYU Tisch Drama Administrative Process Committee, Co-Chair Girls Write Now, Writing Mentor | How To Stand Out, Arts Administration Career Mentor | NYU Wagner Womxn, Events Co-Chair Eugene O'Neill Theater Center, Script Reader

EDUCATION

New York University, Robert F. Wagner Graduate School of Public Service – Masters in Public Administration
Concentration: Management & Leadership for Public Service Organizations Anticipated Completion 2022
Pace University, Continuing & Professional Education – Certificate in Bookkeeping 2016
New York University, Tisch School of the Arts, Department of Drama, Production & Design Studio – BFA
Concentration: Stage Management & Producing; Minor: Irish Studies 2014