
ALEXANDRA PORTER

arts administrator | musician

46 E. Broad St Apt 3 | Hopewell, NJ 08525

email | acporter.soprano@gmail.com phone | 412.877.2442

web | alexandraportersoprano.com

ABOUT

Creative entrepreneur interested in exploring the arts through promotion, administration, and performance. Classically trained vocalist and contemporary music interpreter.

EXPERIENCE

Rutgers High School Musical Theater Academy, New Brunswick NJ - *Program Administrator*

SEPTEMBER 2015-PRESENT

- Assist the director with planning, programming, scheduling, and administrative tasks
- Communicate with parent organization, Mason Gross office, and visiting artist faculty

Contemporary Undercurrent of Song Project, Princeton NJ - *Artistic Director & Founder*

MARCH 2015-PRESENT

- Programming for the season, choose repertoire and concert themes
- Contact potential artists, collect artist information, create rehearsal and concert schedules
- Create and update website, manage and publish social media
- Establish and foster connections with donors and music appreciators
- Write press releases and act as press contact

Resonant Bodies Festival, New York NY - *Administrative Associate*

MARCH 2015-PRESENT

- Create and manage social media postings
- Coordinate all performances through contact with artists, venues, and tech
- Assist artistic director in running concerts
- Create, proofread, and update organization documents and web material

Opera MODO, Princeton NJ - *Artist Liaison*

SEPTEMBER 2012-MAY 2014

- Contact artists, collect bios and info, individual availability for scheduling
- Proofread programs for performances
- Write press releases for upcoming performances
- Write blog posts on various topics in music (new music, auditions, creating a budget)

EDUCATION

Westminster Choir College of Rider University - *M.M. Voice Performance & Pedagogy*

SEPTEMBER 2009-MAY 2011

The Pennsylvania State University - *B.S. Music Education & B.M. Voice Performance*

SEPTEMBER 2004-DECEMBER 2008

references available upon request