

Summer Dawn Reyes

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Summary

I am an arts educator and administrator specializing in theater, writing, directing and theatrical production. I also have experience in communications, event coordination and hospitality management

Professional Profile

- Received two commendations from NJ State Assembly plus the inaugural Jersey City Arts Council Award in Performing Arts for work with my own theater company
- Also won Governor's Award in Arts Education and Permanent Career Award from Society of Arts & Letters-NJ
- Has acted or directed in multiple festivals including Downtown Urban Theater Festival and FringeNYC
- 15 years of production experience in multiple areas including education, arts, theater and hospitality
- Extensive background in communications. Was award-winning arts and culture journalist
- Bilingual in English and Spanish. Highly proficient with both Mac and PC systems plus most Office suites. Some web design, social media and graphic design skills
- Currently on the Performing Arts Committee for the Jersey City Arts Council, was on Access Committee for Art House Productions.

Experience

Thinking In Full Color (Arts & Education Organization)

Jersey City, N.J. December 2014 to present

Founder and Director

Thinking In Full Color is a fiscally sponsored organization that empowers women of color through education and the arts. We have worked with about 150 artists from across the U.S. and toured several universities in the Tristate area. Duties include all administration; content development; selling performance packages to universities and venues; curation and artistic direction; finance management and fundraising; social media; education development; teaching acting and writing classes; advocacy and community building; strengthening alumna relations; branding and promotion; graphic and web design – I'm a (mostly) one-woman show!

Another major part of my role is developing our events and programming. In addition to our annual mainstage theatrical show, which began in 2015, I also plan several smaller events throughout the year. Current projects include our second residency at Hudson County Community College, a play development series and Black History Month performances. We received two commendations from the N.J. State Assembly, have been nominated for numerous BroadwayWorld Awards and won the inaugural Performing Arts Award from the Jersey City Arts Council in 2018. I also develop all merchandise and publications including our bestselling coloring book, "Girls Who Colored Outside the Lines," which shows kids of all genders and colors what amazing women of color can do!

Young Audiences of New Jersey & Eastern Pennsylvania (Nonprofit)

Jersey City, N.J. October 2019 to present

Teaching Artist

Young Audiences is an arts organization that brings arts workshops, residencies and other programming created in collaboration with teaching artists in various art forms to schools in diverse neighborhoods throughout N.J. and P.A.

As a theater teaching artist, I wrote and executed curricula for Pre-K and Kindergarten for their Creative Beginnings program that explores basic theatrical concepts and how we use our bodies, voices and faces to tell stories. I also taught their Dodge Theatre to Learn Grade 2 curriculum, which teaches basic theater concepts and culminated with students acting out my adaptation of "My Papi Has a Motorcycle" by Isabel Quintero. Overall, I've worked with up to 140 students (7 classes) simultaneously as a teaching artist. I have also received professional development through Young Audiences on subjects such as culturally responsive education, the social model of disability, improving accessibility in education and more.

Rising Tide Capital (Nonprofit)

Jersey City, N.J. October 2019 to January 2020

Communications and Marketing Manager

Rising Tide Capital is a nonprofit organization devoted to transforming lives and communities through entrepreneurship. I manage all aspects of communications and marketing to support various programs including our Community Business Academy, graduate business coaching services and the organization overall in both English and Spanish. This includes website maintenance, developing marketing strategies, promoting events, managing paid digital advertisements, event planning, creating marketing materials, developing content for web and social media platforms and more.

O'Hara's Downtown (Sports Bar & Entertainment Venue) Jersey City, N.J. February 2019 to October 2019
Freelance Event Planner, Server

O'Hara's Downtown is a popular sports bar and entertainment venue featuring a main dining room and bar, an outdoor patio and a private upstairs lounge. I helped coordinate two major events including a Game of Thrones final season screening and a Yelp! Elite tasting event. For these events, I worked directly with the restaurant management staff, clients and guests. I also developed food and beverage menus, created all graphics and print materials, purchased decorations, managed a production schedule and oversaw staff.

LITM (Restaurant, Bar & Art Gallery) Jersey City, N.J. May 2015 to June 2019
Head Event Coordinator, Manager, Bartender

LITM is a pioneer in the Jersey City restaurant scene, offering food, cocktails and an art space for local events. I oversaw all aspects of private and promotional event planning. Duties include event conceptualization; recruitment of liquor sponsors, clients, vendors, entertainment, promoters; project management; drafting contracts; managing events staff; managing catering orders; invoicing clients; graphic design; social media management and promotion; and more.

Saint Peter's University (Private University) Jersey City, N.J. Spring 2017 to Fall 2017
Argus Eyes Drama Society Production Manager

Argus Eyes is the student drama organization at Saint Peter's University, a private, coed Jesuit college serving 3,500 students. I served as production manager for *Cabaret* in Spring 2017 and *Antigone* in Fall 2017. Duties included managing communications between school officials and production staff, scheduling and running meetings, hiring personnel, overseeing contract execution, managing interdepartmental communication and budgeting.

TEDxJerseyCity (Nonprofit, local TED Talks franchise) Jersey City, N.J. Seasonal; 2015, 2016 & 2018
Production Manager

TEDxJerseyCity is an annual conference highlighting innovators, including speakers with "ideas worth sharing" to performers and product developers. I run all production aspects of major yearly conferences and general operations, which means overseeing all administrative and crew management duties including keeping all departments on schedule and on budget. I also negotiate venue rental terms, draft rental contracts and maintain our master event day schedule.

Art House Productions (Arts Nonprofit) Jersey City, N.J. Various dates; 2007 to 2017
Children's Drama Teacher, Director, Production Manager, Actor

Art House Productions is one of North Jersey's largest arts nonprofits. I ran all production aspects of youth musicals (working with children ages 8 to 17) and traditional plays, which meant facilitating crew communication; scheduling and running meetings; keeping departments on schedule and on budget; and overseeing interdepartmental communication. I also oversaw legal and safety code compliance plus assisted with backstage coordination and day-of operations. I've also worked as a performer, director and youth drama teacher (ages 4 to 11) for this organization. I was also on its Access Committee, which focuses on ADA-compliance. I passed required background checks and was certified to work with children during my time with AHP.

Time Inc., Sports Illustrated, SI Kids, SI Presents and This Old House New York, N.Y. July 2012 to December 2016
Copy Editor, Administrative Assistant to the Copy Chief

Sports Illustrated is the most influential sports journalism brand in the world. I joined the *Sports Illustrated* team to help launch a digital iPad publication for the brand during the 2012 Olympics. Duties included copy editing stories for several magazines according to their respective styles; working with editors, reporters and designers to move stories through the publication process; entering stories into our file sharing system; organizing copydesk files; answering phones; archiving; and performing various administrative tasks. Other publications include GOLF and Sports Illustrated Swimsuit.

NJ Advance Media, *The Jersey Journal*

Secaucus, N.J. November 2010 to September 2015

Web and Arts Specialist

Formerly Freelance Arts Writer, Hoboken/Arts & Entertainment Reporter

The Jersey Journal is the primary news source for residents of Hudson County, N.J., and a major contributor to NJ.com, the state's top news website. Duties included managing the Journal's web presence; covering Hudson County arts; using SEO and SMO best practices to create posts that engaged readers and generated page views; writing headlines; promoting online stories; and writing morning news and weekend event columns. Accomplishments include a Special Issue award from the New Jersey Press Association.

Education

Rising Tide Capital, Community Business Academy, 2020

University of Phoenix, AA in Communications

Harvard University, English. No degree. Completed online courses