

RACHEL PARKER BISHOP

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EDUCATION

Master of Fine Arts in Arts Administration [May 2006] <i>Named Outstanding Graduate Scholar</i>	Southern Utah University Cedar City, UT
Bachelor of Arts in Theatre and Media Arts [May 2003] <i>Emphasis in Stage Management</i>	Brigham Young University Provo, UT

TEACHING EXPERIENCE

Assistant Professor of Arts Administration, *Southern Utah University* - Cedar City, UT

July 2013 – Present

- Arts Advocacy & Cultural Policy
- Fundraising Event Planning
- Grant Writing
- Legal Issues in the Arts
- Marketing in the Arts
- Master of Arts Final Project
- Master of Fine Arts Capstone Internship & Degree Defense
- Principles of Arts Administration
- Professional Arts Internship

Adjunct Professor of Theatre Arts, *Southern Utah University* - Cedar City, UT

August 2010 – 2013

- Stage Management
- Stage Management Mentoring

Adjunct Professor of Arts Administration, *Southern Utah University* - Cedar City, UT

August 2008 – 2010

- Principles of Arts Administration
 - Marketing in the Arts
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PROFESSIONAL EXPERIENCE

Director of Arts Administration, *Southern Utah University* - Cedar City, UT

July 2013 – Present

- Assistant Professor teaching undergraduate and graduate courses in both the Master of Fine Arts and Master of Arts (Online) degree programs
- Advise all Arts Administration graduate candidates as the chair of the Admissions, Graduation committees
- Perform all duties related to program direction, including recruitment and program development, as well as serve on numerous college and university committees

Development Consultant, *The Neil Simon Festival* - Cedar City - UT

November 2009 – January 2010

- Oversaw the fundraising efforts to support NSF's programs: writing grant proposals and compliance reports and cultivating funding relationships

Community Arts Development Assistant, *The Nevada Arts Council* - Carson City, NV

May 2006 – August 2006

- Planned and coordinated 12 Nevada Arts Town Hall Meetings
- Provided administrative assistance during seven NAC Grant Panels
- Performed an audit of the Nevada Circuit Rider Program materials and website

Master of Fine Arts Fellowship Program, *Southern Utah University* - Cedar City, UT

August 2004 – May 2006

The Utah Shakespeare Festival (USF)

Development

- Aided the Development Director of this Tony® award-winning theatre company in the USF Annual Campaign drive
- Prepared the 2007 National Endowment for the Arts grant application for the 2007 Season, which was awarded

Production Management

- Coordinated four recruiting and audition tours
- Cataloged the production management files; daily rehearsal and performance reports

Marketing

- Wrote and distributed press releases for the education department's touring production
- Organized the annual Volunteer Appreciation Night

The Braithwaite Fine Arts Gallery

Gallery Assistant

- Managed the *Friends of the Gallery* Banquet and organized the annual Art Auction
- Entered all *Friends of the Gallery* member information into collection software, Past Perfect

Southern Utah University, College of Performing and Visual Arts (CPVA)

Marketing

- Promoted the CPVA Department of Theatre Arts and Dance student production series, *Stage II*

Registrar, *Kennedy Center American College Theater Festival* - Cedar City, UT

May 2005 – February 2006

- Designed and maintained the 2006 Region VIII competition website
- Coordinated all registration activities for over 1,100 participants and 40 registration volunteers

Music Department Administrative Assistant, *Southern Utah University* - Cedar City, UT

August 2001 – July 2004

- Worked in all areas of academic office administration: scheduling, planning of recitals and concerts, recruitment, and retention

Ticket Sales Representative, *The Utah Symphony and Opera* - Salt Lake City, UT

May 2000 – May 2001

- Organized the University of Utah Student Outreach Program
- Assisted with subscriptions sales and the Community Outreach Program

Box Office Manager, *Inter-Borough Repertory Theatre Ensemble* - New York, NY

March 2000 – April 2000

- Managed ticket sales and ushers, and acted as an American Sign Language interpreter for this premiere performance of *The Tempest* off-Broadway

Corporate Events Associate, *Credit Suisse First Boston* - New York, NY

December 1999 – April 2000

- Assisted in the planning and execution of a variety of social events for this Wall Street banking firm, including black-tie dinners, charity auctions, and international excursions.

Production Stage Manager, *The National Theatre of the Deaf* - Chester, CT

July 1998 – December 1999

- Acted as stage manager for three education tours of this Tony® award-winning theatre company
- Booked the touring performances and planned all travel

Assistant to the Producer, *Mountain Playhouse: Gristmill Productions* - Jennerstown, PA
May 1998 – July 1998

- Assisted the producer of this summer stock theatre in all areas of production
- Oversaw the negotiation and adherence of the Actors' Equity Association contracts

Box Office Assistant, *The Sundance Film Festival* - Park City, UT

January 1998 – February 1998

- Worked in the call center for pre-festival package ticket sales of this world-renowned festival
 - Acted as a liaison between the box office and select filmmakers during the festival
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PROFESSIONAL MEMBERSHIPS

Member, *Americans for the Arts*

Member, *Association of Arts Administration Educators*

Member, *Association of Fundraising Professionals*

Member, *Utah Division of Arts & Museums Change Leader Program - Certified*

Member, *Utah Museums Association*

Member, *The Cedar City Arts Council*

CONFERENCE PRESENTATIONS

Academic Impact: Experiential Learning in the Southern Utah Museum of Art

The Association of Arts Administration Educators Annual Conference
Portland, Oregon - April 2015

The Cumulative Apologia: Curriculum Integration and Program Evaluation

The Association of Arts Administration Educators Annual Conference
Montréal, Québec - May 2014

Southern Utah University - Festival of Excellence
Cedar City, UT - April 2015

The SUMA Education Program: Building the Future from the Ground Up

The Utah Museums Association Annual Conference
Cedar City, UT - October 2014

SERVICE

The State of Utah

- The Utah Museums Association Board (Professional Committee) [2013 – present]
- The Utah Division of Arts and Museums Projects Granting Panel [2013]

Cedar City

- The Cedar City Arts Council Board (Executive Committee) [2010 – present]

Southern Utah University

- SUU IRB Committee [2014-present]
- SUU Graduate Council [2013 – present]
- SUU Graduate Curriculum Committee [2013 – present]
- SUU Peer Mentoring Program [2013 – 2014]

The College of Performing and Visual Arts

- CPVA Dean and Chairs Council [2013 – present]
- CPVA Curriculum Committee [2013 – present]
- CPVA Faculty Support Fund Committee [2013 – present]
- CPVA Program Review Committee [2013 – 2014]
- CPVA SUMA Advisory Board (Consultant) [2015 – present]

The Arts Administration Program

- AA Admissions Committee (Chair) [2013 – present]
- AA Advisory Board (Ex Officio) [2014 – 2015]
- AA Graduation Committee (Chair) [2013 – present]