Stefanie K. Proulx

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Experience

InfraSound • infrasoundmusic.org 2019 — Present

Executive Director

I administrate the annual season marketing strategy, help plan and produce events, collaborate on promotion campaigns, write and edit the quarterly newsletter, write grants and lead the annual fundraiser,lead meetings and take minutes, onboard contractors, maintain accurate record keeping of contracts and finances, design promo materials and programs, lead PR and outreach initiatives, and maintain the website, social media, and all digital assets

Chashama • chashama.org 2023 — 2024

Property Manager

I led the operations of Chashama's 20-40 locations by coordinating a team of 1-3 technicians and external vendors. Responsibilities included strategic planning, liaising with property owners, leading meetings, managing the database and website, managing internal communications, proposing locations, creating floor plans and signage, and managing budgets and expenses.

Irving Oak Management 2021 — 2023

Operations & Property Manager

I managed and oversaw multiple commercial properties, coordinated with contractors and vendors, assisted with the tenant onboarding process, addressed tenant issues, oversaw security, and maintained a presence in buildings.

Liminal Space 2021 — 2023

Partner and Event Manager

I managed client events, stage managed in-house events, scheduled tours, assisted with advertising, and handled communications with property management.

Events

Chashama Gala 2024

Production Manager

I created detailed blueprints for and oversaw the buildout of 100 artist installations for a 7 hour Art Gala with over 1000 guests and 300 participating artists. I worked closely with the Artistic Director and Design team to manage lighting, signage, murals, and event flow. I secured permits, hired and trained contractors, managed budgets, and coordinated logistics with building management and MFTA for material pickups and drop-offs.

Festival de Música Nueva, Ensenada 2018 — 2020

Co-Founder and Teaching Artist — Music festival located in Ensenada, B.C. Mexico.

I led the fundraising and advertising campaign, managed social media and website, oversaw registration, scheduling, and concert curation. I recruited teaching artists and students, led lectures, rehearsals, and group classes, and also performed in concerts.

Education

Manhattan School of Music (2020)

SUNY Purchase (2018)

University of Delaware (2016)

Skills

Administration, Budgeting, Database Management, Event Management and Production, Property Management, Scheduling, Digital Marketing, Team Management, Fundraising, Basic Spanish

Programs: Google Suite, Adobe Suite, Microsoft Office, Sketch Up, Monday, Asana, Wordpress, Squarespace