

K Morgan Prikazsky

She/her / kmprikazsky@gmail.com / (408) 881-3736

Education

- MA, Arts Management & Executive Leadership / Rider University – Lawrenceville, NJ
December 2021
- BFA, Musical Theater & Dance / State University of New York at Fredonia – Fredonia, NY
May 2019

Work Experience

Goodwill Theatre, Inc. – Johnson City, NY / Box Office & Reception Administrator/ February 2022-July 2023

- Answered calls and emails providing information to the public regarding the venue and events
- Registered patrons for events in person, online or over the phone, receiving and documenting cash, check, credit card payments
- Front of house management for shows, show check-in, point of contact for volunteers, point of contact for patrons
- Composed and proofread various memos, emails, invitations, and mailings
- Cultivated relationships with patrons to enhance their experience with the venue
- Created emails to be sent to various email lists regarding upcoming events via Constant Contact
- Created events in online ticketing platform
- Managed patron data in CRM system and memberships (Audience View, Ticket Spice)
- Contacted volunteers to coordinate their schedules and training
- Designed season program, event programs, various graphics/posters needed for display in theater and website
- Assisted with event coordination for annual gala (seating chart, processing RSVPs, assisting with auction set-up, managing event check-in)
- Managed annual fundraising raffle (creating flyers for mailings, creating raffle stub, working with local printer, processing raffle tickets)

Union Endicott High School – Endicott, NY / Assistant Director Musical Production / 2022-present

- Assisting daily rehearsals in areas of music, dance, and acting
- Offering suggestions on how to enhance the production
- Working with students to help them meet their goals as performers and students

Gabriella's Cakes & Co. – Johnson City, NY / Front of House / April 2023-Present

- Assisting customers behind the counter, answering their questions
- Processing check-out at the register
- Open and Closing cleaning duties

SIEBA LTD.- Endicott, NY / Administrative Assistant / June 2019 – February 2022, October 2023-Present

- Entered data from medical and dental claims into various computer systems/programs
- Answered phones and directed the calls to the correct departments
- Received clients in the office and directed them to the individual who could help them
- Opened and sorted mail, folded and stuffed mailings, processed mail through postal machine
- Other administrative responsibilities such as: filing and copying documents, sending and receiving faxes, offering solutions to streamline processes

Other Related Experience

Local Touring Labor

- Elmira Clemens Center – Load-in Audio – *Mamma Mia* – October 2023
- Binghamton Forum – Load-in Audio – *Bluey's Big Play* – November 2023
- Binghamton Forum – Load-in/load out Audio – *Pretty Woman* – November 2023
- Elmira Clemens Center – Load-in/load out wardrobe – Audio Show Call – *Cirque Dreams Holiday* – November 2023
- Elmira Clemens Center – Load-in/load out Audio – *Come From Away* – January 2024

Ti-Ahwaga Community Players, Inc. /Assistant Director & Producer, *Rocky Horror Show*– 2022

- Corresponded with cast and creatives regarding scheduling and updates
- Wrote weekly rehearsal reports and sent them out via email
- Arranged and ran regular production meetings
- Contacted local media to arrange interviews

Capstone Project / MA Arts Management & Executive Leadership / Rider University – 2021

- Researched past and present practices of the board of directors of a local community theater in areas of recruitment and selection, orientation and training, board meeting structure, board culture, and board sustenance
- Assessed and analyzed practices using SWOT analysis to make implementation recommendations for the betterment and effectiveness of the decision-making role of the board
- Designed and conducted surveys and interviews with past and present board members

Certification

- Adult and Pediatric First Aid/CPR/AED – 2/13/2023 – conducted by Triple Star CPR

Skills

- Attentive to detail, organized, efficient at managing time, effective verbal and written communication, strategic planner, creative problem-solver, big picture thinker, self-starter, ability to research and learn on own
- Microsoft word, excel, publisher, AudienceView Professional, Constant Contact, Google Office Suite