

# EMILY GAFFGA

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NYU graduate student in Performing Arts Administration with nearly ten years of experience in arts administration and program coordination. Experience in communications and operations in professional and educational dance environments.

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## EXPERIENCE

- New York University**, New York, NY Sept 2025--Present  
Performing Arts Administration Graduate Assistant
- Coordinate scheduling, program materials, and communications to organize department operations and prioritize program needs
  - Plan, moderate, and execute guest lectures, workshops, and special events, communicating directly with visiting artists and participants
  - Prepare digital communications via Mailchimp and print communications
- The juxTAPosition Dance Company**, New York, NY Jan 2025--Present  
Founding Managing Director
- Spearhead and manage company operations, planning, and organizational strategy for a professional 20+ member tap dance company
  - Coordinate artist schedules, rehearsals, and performance logistics across projects and venues
  - Organize and oversee administrative responsibilities, guiding committees and project teams
- Chatterboxx LLC**, New York, NY Jan 2024--Present  
Founder & COO
- Lead brand development and financial strategy to support business growth and long-term objectives
  - Manage social media presence and design digital assets, including website and visual content, to enhance engagement
  - Oversee budgeting and marketing initiatives while ensuring a cohesive and consistent brand identity
- Freelance Dance Educator and Choreographer**, New York, NY Aug 2023--Present
- Teach private dance lessons and guest classes, as well as choreograph pieces for various clients both nationally and internationally
- Listdanssskóli Íslands (National Ballet School of Iceland)**, Reykjavík, Iceland Dec 2025--Jan 2026  
Guest Artist & Resident Choreographer
- Developed and executed seven commissioned works during a three-week residency for an international dance competition, The Dance World Cup
  - Directed rehearsals, classes, and workshops for pre-professional dancers across all ages
  - Coordinated project logistics including scheduling, billing, and client communications
- BEAM**, New York, NY Jan 2025--Jan 2026  
Sales & Operations Associate: Design Retail
- Supported customer experience and drive sales in an interior design retail environment while handling cross-functional responsibilities
  - Maintained e-commerce platform, including product updates and trade client approvals
  - Managed customer communications and coordinate with logistics teams to ensure seamless order fulfillment across digital and in-store channels
- New York Live Arts**, New York, NY May 2021--Sept 2021  
Front of House Administrator
- Coordinated audience services and event logistics for performances, rehearsals, and public programs
  - Provided operational support including check-in, seating, and venue management

- Public Outreach Group:** Remote Team, Los Angeles, CA Aug 2020–April 2021  
Fundraising Associate
- Fundraised for charities such as Doctors Without Borders by calling potential donors and connecting on a genuine level to generate donations.
- New York City Dance Week,** New York, NY May 2019–Aug 2019  
Public Relations & Social Media Manager
- Generated website updates as well as interacted with viewers, posts, and comments
  - Curated social media, edited videos, and aided in growing their brand
- Broadway Dance Center Children and Teens Program,** New York, NY Aug 2018--Aug 2023  
Administrative Assistant
- Managed program calendars, class schedules, and registration systems via Jackrabbit for a high-volume dance program
  - Executed showcase and special events planning and scheduling
- Dance Educator
- Led dance classes in jazz, contemporary, lyrical, and hip-hop for students ages 3+
- MICHIYAYA Dance,** New York, NY Aug 2018--June 2019  
Public Relations & Social Media Manager
- Developed and produced social media content and promotional video materials
  - Created and edited visual media that aided in brand development
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## EDUCATION

- New York University,** Steinhardt Graduate School, New York, NY Current Candidate May 2027  
MA Performing Arts Administration
- The Ohio State University,** New York, NY May 2018  
BFA in Dance, minor in Arts Entrepreneurship
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## SKILLS

Microsoft Office & Google Workspace • Video & Music Editing • Website Design • Social Media & Basic Graphic Design