

EMILY GAFFGA

440-829-4589 | New York, NY | emilygaffga@gmail.com

NYU graduate student pursuing an MA in Performing Arts Administration with experience in arts administration, dance education, professional freelance dancing, and customer service.

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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ADMINISTRATIVE 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
- 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

<p>Public Outreach Group: Remote Team, Los Angeles, CA Fundraising Associate</p> <ul style="list-style-type: none"> ● Fundraised for charities such as Doctors Without Borders by calling potential donors and connecting on a genuine level to generate donations. 	Aug 2020–April 2021
<p>New York City Dance Week, New York, NY Public Relations & Social Media Manager</p> <ul style="list-style-type: none"> ● Generated website updates as well as interacted with viewers, posts, and comments ● Curated social media, edited videos, and aided in growing their brand 	May 2019–Aug 2019
<p>Broadway Dance Center Children and Teens Program, New York, NY Administrative Assistant</p> <ul style="list-style-type: none"> ● Managed program calendars, class schedules, and registration systems via Jackrabbit for a high-volume dance program ● Executed showcase and special events planning and scheduling <p>Dance Educator</p> <ul style="list-style-type: none"> ● Led dance classes in jazz, contemporary, lyrical, and hip-hop for students ages 3+ 	Aug 2018--Aug 2023
<p>MICHIYAYA Dance, New York, NY Public Relations & Social Media Manager</p> <ul style="list-style-type: none"> ● Developed and produced social media content and promotional video materials ● Created and edited visual media that aided in brand development 	Aug 2018--June 2019
<p>Creative Movement Center, Cleveland, OH Office Manager & Front Desk Staff</p> <ul style="list-style-type: none"> ● Managed internal and external events, relations, communications, filing, and funds ● Created email blasts including information in regards to all programming ● Communicated with clients, students, and staff via various platforms <p>Dance Educator</p> <ul style="list-style-type: none"> ● Taught differently abled as well as typically abled children of all ages and choreography for their annual showcase 	May 2010--Aug 2018

TEACHING EXPERIENCE

<p>Listdansskóli Íslands (National Ballet School of Iceland), Reykjavík, Iceland Guest Artist & Resident Choreographer</p> <ul style="list-style-type: none"> ● 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 	Dec 2025--Jan 2026
<p>Freelance Dance Educator and Choreographer, New York, NY</p> <ul style="list-style-type: none"> ● Teach private dance lessons and guest classes, as well as choreograph pieces for various clients both nationally and internationally 	Aug 2023–Present
<p>Fancy Feet Dance Studio, Mount Vernon, NY Dance Educator</p> <ul style="list-style-type: none"> ● Led classes in intro to dance, lyrical, hip-hop, and acro for students ages 4-13 	Feb 2021--June 2021
<p>Visions Dance Studio LLC, Kearny, NJ Dance Educator & Competition Choreographer</p> <ul style="list-style-type: none"> ● Led classes in jazz, contemporary, and technique for students ages 10+ ● Choreographed intermediate and advanced jazz and contemporary competition pieces that earned awards across the tri-state area 	Aug 2020--June 2023

MVMT Dance Center , Saddle Brook, NJ Dance Educator	Aug 2020--June 2023
<ul style="list-style-type: none"> • Led classes in intro to dance, lyrical, contemporary, jazz, and improvisation for students ages 3-18 • Choreographed for their annual showcase 	
Northern Valley Dance Academy , Harrington Park, NJ Dance Educator	Aug 2019--Mar 2020
<ul style="list-style-type: none"> • Led classes in lyrical, jazz, and intro to dance for students ages 3+ 	
PS 198 KING Arts Program , New York, NY Dance Educator	Jan 2019--Jan 2020
<ul style="list-style-type: none"> • Curated a hip hop curriculum and led classes for the after school needs of 5&6 year olds 	
Kidville , Brooklyn, NY Educator & Class Facilitator	Aug 2018--Feb 2020
<ul style="list-style-type: none"> • Led dance classes as well as facilitated play and gym classes for ages 6 months+ 	
Creative Play Center , Columbus, OH Educator & Class Facilitator	May 2018--Aug 2018
<ul style="list-style-type: none"> • Facilitated Reggio Emilia based curriculum encouraging curiosity, exploration, and problem solving in students ages 16 months to 3 years 	
Dance Denmark , Slagelse, Denmark Dance Educator, Choreographer & Collaborator	June 2017--July 2017
<ul style="list-style-type: none"> • Taught choreography to Sorø Academy ages 13-16 • Collaborated and engaged in cultural exchange with students of Gerlev Sports Academy 	

CUSTOMER SERVICE EXPERIENCE

Alo Yoga , New York, NY General Sales Associate & Barista	June 2019--Feb 2020
<ul style="list-style-type: none"> • Advised customers in purchasing high quality athletic merchandise • Created cafe espresso and matcha drinks 	
Figlio , Columbus, OH Server	May 2016--Jan 2018
<ul style="list-style-type: none"> • Worked collaboratively with coworkers to ensure a successful dining experience • Managed 40+ customers at a time 	
Taste of Excellence Catering Company , Strongsville, OH Server	May 2015--Sept 2017
<ul style="list-style-type: none"> • Managed events with 10-1000 people • Collaborated with coworkers to ensure a successful dining experience 	

PERFORMANCE EXPERIENCE

“Ghost Town” Video , Brooklyn, NY Dancer for Julia Sitch	
“Cunk” Video , Los Angeles, CA Dancer for Karen Chuang	
Synthesis , Brooklyn, NY Dancer for Davon Chance/Miz Jade	

Bushwig, Brooklyn, NY

Dancer for Davon Chance/Miz Jade

“We Are Queens: She’s The First” Video, New York, NY

Dancer for Tal Kamin

NACHMO, Brooklyn, NY

Dancer for Ashley Lynne King

Sybarite Love is Love, New York, NY

Dancer for Sam Lobel

“Pon de Replay” Video, Brooklyn, NY

Video Editor and Dancer for Gwen Potter

“Clock” Music Video, Brooklyn, NY

Extra for Bknott

Upcoming Choreographers Showcase, New York, NY

Dancer for Sam Lobel

On One Condition, New York, NY

Dancer for The Director Ryan Daniel Beck

Think Tank Showcase, New York, NY

Dancer for Sam Lobel

ACDA East Central Gala, Athens, OH

Dancer for Alexandra Clark-Stilianos

DGI Landsstævne Gala, Aalborg, Denmark

Dancer for Ann Sofie Clemmensen and Joshua Manculich

Oberlin College and Conservatory Guest Workshop, Oberlin, OH

Assistant and Dancer for Sarah Ramey

The Ohio State University, Columbus, OH

Department of Dance

- Dancer for Ann Sofie Clemmensen, Alexandra Clark-Stilianos, Callie Lacinski, Cailin Manning, Sarah Ramey, Maddie Leonard Rose and Eddie Taketa
- Choreographer & Dancer for Winter Concert 2016 & 2017

3D Dance Team

- Dancer & Music Director

Ohio Dance Festival, Columbus, OH

Assistant and Dancer for The Movement Project of Cleveland

SKILLS

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