

MYKEL MARAI NAIRNE (she/her)

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ABOUT ME

I am a freelance dance artist, performer, arts administrator, and producer, with a vested interest in supporting other artists in the field. Through my administrative and producing efforts, I continue to advocate for works that range from experimental theater to concert dance and infuse my passion for the arts into all that I do. As a lifelong artist, I have a unique approach to arts administration and producing and am highly skilled at creating internal systems that prioritize care for the communities that I serve. I am hardworking, patient, and detail-oriented and would be proud to further expand and advance the goals of your organization.

RELEVANT WORK EXPERIENCE

Administrative Director & Composer Advocate, New York Women Composers, Inc.

(Remote – Dec. 2021 to Present)

o New York Women Composers, Inc. (NYWC) is a non-profit corporation that represents women in the New York metropolitan area who are composers of serious concert music and those in the musical occupations who support them. Each year NYWC awards Seed Money Grant funding to seven to ten individuals. Administrative Director responsibilities include:

- Creating and circulating a bi-weekly funding and job opportunity digest to all members
- As the first point of contact for the organization, fielding all inquiries
- Managing Seed Money Grants alongside the NYWC President
- Communicating with SMG recipients from the beginning to the end of each grant cycle, in addition to publicizing all concerts and opportunities related to our grant program
- Developing partnerships and fundraising initiatives to promote awareness of the organization and members' music
- Website Management: organizing and hosting website training for the membership, and communicating any necessary revisions to the web developer
- Institutional Giving: Foundation Grant Management, Research, and Narrative support alongside Grant Writer
- Individual Giving: processing payments at annual gala, managing individual donations
- New Member Cultivation and Onboarding
- Membership Events: coordinating both in-person and remote membership events

Programming Associate, New York Live Arts *(Hybrid – Feb. to Jul. 2022)*

o The Programming Associate is responsible for working on various Live Arts programs (Resident Commissioned Artist, Live Feed, Live Artery, PRIDE, and the Bill T. Jones/Arnie Zane Company) in collaboration with Live Arts Producing Director.

Programming Assistant responsibilities include:

- Updating Letter of Agreements for all commissioned artists at New York Live Arts, with a particular focus on equity, access, and deepening the level of support offered by the organization.
- Advancing and booking travel, visas, accommodations, per diems, local transportation, etc. for touring members of the Bill T. Jones/Arnie Zane Company and New York Live Arts' commissioned, or contracted, artists.
- Creating detailed itineraries for all touring parties
- Attending NYC performances and providing necessary production support

Co-Artistic Producer, VoxLab at Vox Theater *(Remote – Jan. to Sept. 2021)*

o VoxLab is a summertime developmental lab focused on fostering live arts projects by Dartmouth College alumni. During the week-long retreat in Hanover, alumni artists develop their works-in-progress in collaboration with current undergraduates. Co-Artistic Producer responsibilities include:

- Creating weekly agendas to keep the Vox team on task

- Facilitation of Neukom Literary Arts Award in Playwriting: reviewing play submissions and advancing a select number of scripts to a panel for further consideration
- Curation of projects presented during the week-long retreat through the creation and distribution of RFPs for both the Lab and the adjoining Design Residency
- Pre-production support for all artists, including the casting of performers and other collaborators
- General artist support during the retreat and beyond; cultivation of Dartmouth alumni engagement in the arts

Development Fellow, Pentacle & Kyle Marshall Choreography (*New York, NY – Apr. 2020 to Mar. 2021*)

- o Pentacle is an NYC-based organization that provides capacity-building management support for performing artists. The Arts Management Training Fellowship supports an early-career fellow as they work in arts development throughout the year-long program. Six months were spent with Pentacle and six months with a partnering organization. Development Fellow responsibilities include:
 - Institutional Giving: Government and Foundation Grant Management, Research, and Writing
 - Individual Giving: Planning and implementing campaigns, managing individual donations
 - Liaising board member's requests and developing a board handbook
 - Special Events: Producing virtual cultivation events
 - Kyle Marshall Choreography: planned and implemented a year-end appeal that saw a 275% increase in individual donations compared with the previous year.

Performer, Monica Bill Barnes & Company (*New York, NY – Sept. 2019 to Present*)

- o Dance artist with the New York-based dance company, led by Monica Bill Barnes and Robbie Saenz Di Viteri

Performer, Dance Heginbotham (*New York, NY – Sept. 2018 to Present*)

- o Dance artist with the Brooklyn-based modern dance company, led by John Heginbotham

Assistant to the Film & Media Studies Department, Dartmouth (*Hanover, NH – June 2014 to 2016*)

- o Produced promotional material including posters, flyers, and emails to promote campus-wide film events on behalf of the Film & Media Studies Department.
- o Assisted department professors with tasks related to their academic courses

EDUCATION

Dartmouth College, B.A., Honors (*Hanover, NH – Sept. 2012 to June 2016*)

Major: Film & Media Studies; Honors' Thesis in Documentary Film Production

The Dalton School (*New York, NY – Sept. 1999 to May 2012*)

General Studies, High School Academic Diploma

The Ailey School (*New York, NY – Sept. 1998 to May 2012*)

Junior Division Program (Sept. 1998 – May 2012); Fellowship Student (2010 – 2012)

AWARDS & NOMINATIONS

- o "Outstanding Performer" Bessie Award Nomination ([2023](#))
- o The Merce Cunningham Trust Repertory Fellowship ([2017](#))
- o Sudler Prize in the Arts Recipient at Dartmouth College ([2016](#))
- o Marcus Heiman-Martin R. Rosenthal '56 Achievement Award Recipient ([2016](#))
- o The Henry & Lucy Moses Scholarship Recipient at The Ailey School ([2012](#))
- o Elizabeth & Frank Newman Fellowship Recipient at The Ailey School ([2011](#))
- o Josephine Premice Fellowship Recipient at The Ailey School ([2010](#))

OTHER RELEVANT SKILLS/EXPERIENCE

- o Google G Suite, Microsoft Office (Word, PowerPoint, Excel), Salesforce
- o Website Management and Design: Squarespace, GoDaddy, WordPress
- o Adobe Creative Cloud (InDesign, Photoshop, Premiere), Final Cut Pro, Canva
- o Proficient in Spanish; Studied in Spanish immersion programs in Spain, Argentina & Chile.