

Dallin G. Mills

801-719-9406
dallingmills@gmail.com
468 S. 75 W. Apt 36 Cedar City UT, 84720

-Experience-

- *Development Coordinator*, Utah Shakespeare Festival 2017-Current
 - Administered fundraising activities including direct mail, online and digital giving, special events, and more.
 - Wrote and supported preparation of grant applications
 - Tracked and communicated departmental effectiveness & efficiency
 - Provided data analysis for Festival activities and reports, including audience development and of annual report.
- *Production Administrative Assistant*, Utah Shakespeare Festival 2016-2017
 - Tracked, analyzed, and reported financial information for production department.
 - Provided administrative support in planning, scheduling, hiring, and design processes.
- *Administrative Intern*, Utah Shakespeare Festival 2015
 - Provided Administrative Assistance to multiple departments, including data analysis, long-range planning, and Audience Development strategy.
- *Project Manager*, CMU Systems Synthesis 2015
 - Led team in assessing brand position and developing marketing strategy for the *National Theatre Institute* and the *Eugene O'Neill Theatre Center*.
- *Company Manager*, Utah Shakespeare Festival Education Tour 2014
 - Coordinated housing, travel, finances, and logistics for 13-week touring production.
 - Organized technical load-in and logistics for 60 performances in over 40 venues.

-Special Skills-

- Developing results-oriented programming & program evaluation
- Survey Design & Analysis
- Data analysis and strategy
- Computer Skills: Database & ticketing programs; Excel, Tableau, and other business intelligence & analytics programs; Basecamp, Slack, Google suite, and other communication and coordination programs.

-Education-

- Master of Arts Management from Carnegie Mellon University Heinz College 2016
- Graduated Summa Cum Laude from Southern Utah University 2013
Theatre Arts with Business Management Minor

-References available upon request-