

Ashley Alvarez

Affiliate Consultant
(she/her)



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PROFILE

- Strategic and project management professional with experience working with arts and cultural organizations, higher education institutions, and government offices
- Strong skills in research, writing, analysis, organization, and attention to detail
- Expertise in arts and cultural administration, nonprofit management, placemaking, and public space analysis
- Competencies include project management, strategic planning, business operations, budget management, program development and assessment

EDUCATION

Pratt Institute, Brooklyn NY

- M.S. Urban Placemaking Management, May 2022
- M.P.S. Arts and Cultural Management, May 2020

Rider University, Lawrenceville NJ

- B.A. May 2016
- Majors: Arts Administration and Dance Performance

EXPERIENCE

Metris Arts Consulting, Easton PA (February 2023 – Present)

Affiliate

- Collaborate on projects that improve and measure cultural vitality through research, planning, evaluation, and program development
- Recent projects include project management and research for a music assessment for the City of Chicago's Department of Cultural Affairs and Special Events

Independent Consultant, New York NY (September 2019 – Present)

Principal

- Conduct research and analysis to provide assessments and recommendations
- Create and manage project timelines and work plans to meet deadlines
- Schedule meetings for stakeholder and community engagement
- Interpret contextual analysis to develop written reports + presentations for clients

Pratt Institute, Brooklyn NY (September 2017 – August 2022)

Assistant to the Chair

- Supported the chair and the daily operations of the Film/Video Department including eight staff, ninety faculty, and 200 undergraduate students
- Compiled information for research, reports, and special projects and assisted the chairperson with project management

- Managed three budgets totaling over \$2M including accounts payable, purchasing, vendor management, credit card transactions, guest speaker payments, and hired and supervised office assistants
- Supported diversity, equity, and inclusion initiatives and community building efforts including the Inclusive Pedagogy Working Group and Peer Mentorship Program

Assistant to the Graduate Programs

- Assisted the coordinators of the media studies and performance studies graduate programs with advanced planning and project management
- Drafted semester course schedules and classroom bookings for thirty courses and studio schedules both on and off campus
- Managed two program budgets totaling over \$1M and research funds for full time faculty, processed guest speaker payments, hired graduate assistants, and supervised office work studies
- Planned and marketed events including the PPS Thesis Festival, orientation, lecture series, student performances, and program gatherings

Interim Assistant to the Chair

- Coordinated activities, meetings, and event planning for the Humanities and Media Studies Department, its five constituent programs, and ninety faculty members
- Planned semesterly course scheduling, room booking, and registration for 150 undergraduate and graduate courses
- Organized department events including lecture series, screenings, and performances
- Managed four budgets totaling over \$3M including credit card transactions, research fund lines for twenty faculty, faculty new hire paperwork, guest speaker payments, and hired and supervised office assistants

Connolly & Co., Jersey City, NJ (January 2017 – November 2017)

Managing Director

- Led the company's daily operations as well as long-term strategic planning within the growing arts community in Jersey City
- Responsible for production, marketing, and development while working closely with the Artistic Director
- Maintained budgets, expense spreadsheets, and overall bookkeeping
- Aided in the recruitment of funds through corporate sponsorship and donations. Planned the company's first fundraiser that sold out and raised over \$6,000

Nimbus Dance Works, Jersey City, NJ (June 2016 – January 2017)

School Administrator

- Headed the growing school of dance by ensuring smooth operations, clear communication, and effective programming and policy design
- Handled communication, registration, and monetary transactions for two studio locations and maintained financial records and payment plans
- Managed the Scholarship Program: facilitated audition, evaluated family eligibility, and allotted scholarship money
- Coordinated the annual Nutcracker performance including schedules, auditions, communication, policies, front of house, concessions, volunteers, and production staff