

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
- Provide project management: develop and monitor the work plan, track team deadlines, schedule meetings, communicate with clients and stakeholders, monitor project risks, and solve problems
- Recent projects include project management and research for a music assessment for the City of Chicago's Department of Cultural Affairs and Special Events (DCASE) and a program evaluation for Arts Alliance Illinois

MDRC, New York NY (April 2023 – Present)

Project Manager

- Coordinate and assist proposal development for new projects and funding in the areas of education and social policy
- Monitor and update project work plans, staffing levels of effort, budgets and expenditures, and agreements across several projects
- Serve as primary point of contact between the project team, various MDRC departments, third parties, and funders

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
- Was 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