

Francesca Ferrara

17-16 Himrod St. Apt. 3R Ridgewood, NY 11385

fc Ferrara67@gmail.com

(310) 386-1479

ADMINISTRATIVE & PRODUCTION EXPERIENCE:

Orchestra of St. Luke's, Community Programs Coordinator - New York, NY (Oct. 2022 to Present)

- Manages registrations and communications with attendees for OSL's free community concerts
- Communicates technical needs, run of shows, and marketing tactics to partner venues
- Coordinates professional development events and performances for the Mentorship Program

Music Academy, Orchestra Personnel Manager – Santa Barbara, CA (April 2022 to Aug. 2022)

- Managed an orchestra of one hundred members and contracted substitute musicians when needed
- Acted as the liaison between fellows, faculty, staff, and visiting conductors
- Coordinated and proctored placement auditions and festival competitions

The Juilliard School, Orchestra Management Apprentice – New York, NY (Aug. 2021 to May 2022)

- Oversaw personnel at orchestra rehearsals and rostered the Winds, Brass, and Percussion Rep Class
- Oversaw the work-study crew set up for rehearsals and assisted with auxiliary instrument loans
- Composed production schedules and input orchestra schedules and assignments into ASIMUT

New York Youth Symphony, Chamber Music Manager – New York, NY (Feb. 2021 to Present)

- Manages logistical elements for auditions, masterclasses, assessments, and concerts
- Communicates assignments and event details to the chamber ensembles
- Stage manages for concerts and organizes outreach events and educational workshops

Baroquelyn (Baroque Music Ensemble), Production Manager – Brooklyn, NY (April 2019 to Present)

- Handles communication with venues, performers and patrons
- Stage Manager for live performances and Livestream Operator for online Spotlight Concert Series
- Manages marketing material, including ticket sales, poster/program design, and social media

Blank Canvas at Future Space, Co-Creator and Co-Producer – Brooklyn, NY (Feb. 2019 to April 2020)

- New music concert series featuring up-and-coming ensembles and composers

EDUCATION:

The Manhattan School of Music (Aug. 2016 to May 2018)

- MM in Contemporary Flute Performance

The Boston Conservatory (Sept. 2012 to May 2016)

- BM in Flute Performance

SPECIAL SKILLS:

- Proficient in Microsoft Office and ArtsVision
- Experience with ASIMUT, Finale, WordPress, Mailchimp, Donorbox, and PatronManager