

OLIVIA FORTUNATO

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EDUCATION

Benjamin N. Cardozo School of Law, New York, NY

Juris Doctor Candidate, May 2024

Honors: Dean's Merit Scholarship

Activities: Entertainment Law Society

New York University, New York, NY

Professional Certificate, in Arts Management, April 2021

Berklee College of Music, Boston, MA

Bachelor of Music, *magna cum laude*, in Music Business/Management and Harp Performance, May 2014

GPA: 3.78

EXPERIENCE

Self-Employed, Various Locations

Harpist, August 2010 – present

Manage an active performance schedule for private events, recitals, recording sessions, and private lessons in New York, New Jersey, Massachusetts, and Connecticut. Cultivate relationships with clients and venues. Develop marketing strategies for services. Coordinate logistics and curate music for each event.

Self-Employed, Various Locations

Social Media and Digital Content Manager, August 2015 – present

Work with clients, Frankie Manning Foundation and The Gilded Harps, to develop and manage content for an international social media audience, while increasing engagement. Research archives for image, video, and other content.

Nuyorican Poets Cafe, New York, NY

Programming and Marketing Manager, October 2020 – June 2021

Curated and produced digital events. Created marketing materials for upcoming shows. Wrote grants and developed campaigns to solicit individual donations.

Lincoln Center for the Performing Arts, New York, NY

Associate Producer, Public Programming, April 2019 – June 2020

Programming Assistant, March 2015 – April 2019

House Seat Coordinator, January 2015 – May 2015

House Management Intern, June 2014 – August 2014

Served as chief contract manager for 100+ agreements annually. Developed and negotiated mutually agreeable terms with artist representation. Procured travel, hotel, and hospitality based on contractual agreements. Managed a multi-million-dollar budget/department finances; paid all invoices and fees. Curated ancillary events relating to festivals. Increased diversity of artists hired. Wrote, edited, and proofread promotional materials. Led communication between internal staff and artist teams, including many high-profile artists. Hired, trained, and oversaw seasonal staff/interns. Independently produced a diverse and inclusive group of forty visiting school ensemble recitals. Maintained artist/vendor database and season calendar. Strategically oversaw house builds, monitored sales, and guest seating for performances. Coordinated security staffing, volunteer usher staffing, egress/event layout, ADA seating, VIP credentials, and resolved guest concerns.

SKILLS, INTERESTS, AND PROFESSIONAL AFFILIATIONS

Technical Skills: Apple/PC; ArtsVision; Google Suite; Mailchimp; Microsoft Office Suite; Slack; and Zoom

Interests: Extensive international and domestic travel; knowledge of the history and cultural impact across genres of music, dance, film, visual art, and theater.

Professional Affiliations: Association of Performing Arts Professionals Emerging Leaders Institute; Berklee NYC Alumni Committee; American Harp Society; and New York Music Presenters and Festivals Coalition.