

ERIN COYNE

Production Manager, Artist & Teacher

630.664.0114 / erincoyne17@gmail.com

EDUCATION

University of Minnesota - Twin Cities

Masters in Education K-6

BS Elementary Education Foundations

BA Dance

SEPTEMBER 2017 - MAY 2018

SEPTEMBER 2013 - MAY 2017

SEPTEMBER 2013 - MAY 2017

EXPERIENCES

Kristin Damrow & Company (KDC) / Production Manager

APRIL 2021 - PRESENT, SF, CA

- Coordinate and oversee timeline of technical elements (scenic, costume, lighting, etc)
- Establish and maintain rehearsal and technical schedules for all productions, both virtual and in-person
- Lead production meetings and ongoing effective communication with the KDC Team
- Created KDC's health and safety collaborator contract

San Francisco GYROTONIC / Course Coordinator

AUGUST 2020 - PRESENT, SF, CA

- Schedule, coordinate, and organize GYROTONIC and GYROKINESIS teacher training courses
- Planned and created a non-profit foundation called *The Celia Fund for Diversity in the Field of Gyrotonic*

Edina Crime Prevention / Festival Consultant

OCTOBER 2018 - DECEMBER 2019, EDINA, MN

- Prepare a written manual detailing how to run the Edina Crime Prevention Fund's annual Fall into the Arts festival including detailing the many tasks that need to be performed monthly
- Provide on-going consultation services for the 2019 Festival Team

Freelance / Dance Choreographer, Teacher & Performer

AUGUST 2017 - PRESENT, USA

- Curated two self-produced virtual showings with movement artists across the United States and a local Bay Area music artist in 2021
- Award-winning Producer and Director for *SHIFT* in the 2021 San Francisco Indie Short Film Festival
- Plan, create, and teach dance words for ages 3-18 and adult levels in both in-person and virtual settings
- Choreographed and performed in the 2020 Trifecta Dance Collective Festival in Chicago, IL and 2020 Broad Statements Showcase in Berkeley, CA

South St. Paul School District / Elementary Teacher

AUGUST 2018 - JUNE 2019, SOUTH ST. PAUL, MN

- Plan and execute activities for a balanced, diverse program of instruction, demonstration, and work time that provides students with opportunities to observe, inquire, and explore
- Communicate with parents/guardians, teachers, counselors, and administrators for the benefit of the student
- Prepared personalized objectives for the benefit of each and every one of my 4th graders

Edina Art Center / Festival Event Coordinator & Director

OCTOBER 2017 - SEPTEMBER 2018, EDINA, MN

- Coordinate the Fall into the Arts Festival in Edina, Minnesota
- Lead festival committee meetings about progress, needs, and new creative ideas
- Scout and recruit potential artists, sponsorships, and food vendors for the yearly festival
- Regularly communicate with artists, food vendors, and sponsors about festival information and updates
- Plan, organize, supervise, and record artist placement, vendor/sponsorship involvement, event payments, festival weekend staffing, and festival set-up and breakdown
- Secure the required permits and insurance policies from the city's police, fire, and health departments
- Plan the budget for the festival with the Edina Crime Prevention Team

Edina Art Center / Festival Event Intern

MAY 2016 - OCTOBER 2017, EDINA, MN

- Collaborate with the Festival Coordinator on progress and needs of the festival
- Organize and record artist placement, vendor/sponsorship involvement, event payments, festival weekend staffing, and festival set-up and breakdown
- Send weekly updates on artist, food vendor, and sponsorship involvement to the Festival Event Coordinator