

Leslie Boles Kraus

717-682-0333 | leslieboleskraus@gmail.com

EDUCATION

SOUTHERN UTAH UNIVERSITY

Master of Arts Administration (2020)

NEW YORK UNIVERSITY

Bachelor of Fine Arts in Theatre (2007)

WORK EXPERIENCE

DIRECTOR OF COMMUNITY ENGAGEMENT | 2018-PRESENT

The People's Shakespeare Project (Lancaster, PA)

- Assisted Executive Director with digital marketing for performances and special events
- Redesigned website and organized archival content
- Established calendar for submitting grant proposals
- Conducted analysis of fund development data, 2015-2020

ADMINISTRATOR AND MASSAGE THERAPIST | 2019-PRESENT

Pgh Center for Complementary Health and Healing (Pittsburgh, PA)

- Designed and curated social media content
- Managed booking and checking out appointments
- Assisted with office management and client communications

COMPANY MEMBER | 2014-PRESENT

Goat in the Road Productions (New Orleans, LA)

- Assisted with marketing, PR, and social media promotions
- Helped plan and facilitate annual fundraising events
- Worked on "Goat in the Schools" Tour, bringing professional performances of student plays to schools in under-served parts of Greater New Orleans

INTERN, ASSISTANT TO ARTISTIC DIRECTOR | 2017

Summer Lyric Theatre at Tulane University

- Managed social media marketing for mainstage productions
- Helped run the Silent Auction at 50th Anniversary Gala
- Coordinated group outreach and reservations

**Proficient in G Suite, Office, WordPress, and other major software programs.
References available upon request.**