

Mia Sherlock

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1528 N Classen Blvd, Oklahoma City, OK 73106

MISSION

To serve the community through meaningful, creative projects that uncover the importance of the shared human experience.

KEY COMPETENCIES

Teamwork & Collaboration	Salesforce	Fundraising	Creative Thinking
Leadership	Microsoft Suite	Special Events	Arts & Entertainment

PROFESSIONAL EXPERIENCE

Lyric Theatre of Oklahoma, Oklahoma City June 2022 - Present

Development Special Programs and Events Associate

Collaboration with the Director of Development to shape Lyric Theatre's strategic goals, offering vital support for development initiatives and campaigns. Management of the Board of Directors calendar and communications, ensuring seamless coordination and effective information flow. Accurate record-keeping using Salesforce and PatronManager. Tracking and maintaining donor benefits associated with individual giving levels. Planning and executing fundraisers, exclusive donor events, and media announcements. Notable events include the annual Broadway Bash fundraiser, surpassing expectations with over 250 attendees and exceeding fundraising targets.

Development and Fundraising Intern

Reported directly to the Director of Development and the primary Development Associate. Established and nurtured positive relationships with donors and sponsors by supervising donor-exclusive receptions and events throughout the 2022 summer season at The Civic Center Music Hall. Trained in Salesforce, PatronManager, and Asana task management software.

Joffrey Ballet School, New York City May 2021 - Aug 2021

Artistic Administrative Assistant

Assisted with the execution of over seven concurrent dance intensive programs in New York City: Ballet, Jazz and Contemporary, Musical Theatre, Hip Hop, and Youth Dance Camps. Collaborated with Artistic Directors, Administration Directors, and Joffrey Staff.

EDUCATION

Bachelor of Science

Dance & Arts Management
Oklahoma City University, Ann Lacy School of American Dance and Entertainment

COURSEWORK

Non-profit Arts Management, Development & Fundraising, Non-profit Accounting, Business Finance, Business Statistics, Business Communication, Dance Studio Management, Arts Management and Production I, II, III, Stage Management, Touring Productions, Producing

AWARDS & HONORS

Jo Rowan Endowment Scholarship

Senior Class Recipient

Ann Lacy School of American Dance LEADS

Top 3 Scholarship Recipient

ARTS & COMMUNITY ENGAGEMENT

Oklahoma City Ballet

Associate Board Member

Allied Arts, Oklahoma City

Fundraising Volunteer