

# DAMIEN ELWOOD

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## WORK EXPERIENCE

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**Opera Manager, USC Thornton Opera Program** 2004 - present Los Angeles, CA

- Manage and oversee all aspects of the annual program budget including analyses, projections, and proposals during a period when the budget grew by over 80% and then was cut by 20%.
- Schedule all workshop activities including coachings, rehearsals, tech functions, dress rehearsals, and performances using a database of my own creation.
- Manage all production related functions including contracting designers and crew; coordinating sets, props, and costumes; travel, and acting as the program liaison for PR, ticketing, and front-of-house functions.
- Supervise the opera office overseeing student staff providing administrative support for two faculty and over 60 participants.

**General Manager, Hawaii Performing Arts Festival** (summer program) 2006 – 2010

Waimea, Hawaii (Big Island)

- Manage all administrative activities, including budget tracking, for the festival including housing, transportation, dining, and recreational activities.
- Schedule and/or oversee scheduling for all program events including practice facilities, coachings, rehearsals, master classes, and performances using a database of my own creation.
- Coordinate performance front and back house needs.
- Create and update PR materials as needed.

**Onsite Administrator, Songfest** (summer program) 2005 – 2007 Malibu, CA

- Managed programmatic administrative activities for the Professional and Young Artists programs including communication with participants and faculty. Functioned as the program liaison with Pepperdine University.
- Scheduled all program events including practice facilities, coachings, rehearsals, master classes, and performances using a database of my own creation.
- Coordinated performance front and back house production needs.
- Created and updated PR materials as needed.

## EDUCATION

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■ **B.A. Music, Vocal Arts.**

University of Southern California, Los Angeles, CA 2004

## RELATED EXPERIENCE

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**Music Director**

Sons of Anacreon Comedy Troupe

**Director of Alumni Relations**

California Boys' Choir

**In-kind Donations Coordinator**

Los Angeles Leadership Initiative

## OTHER RELATED SKILLS/TRAINING/EDUCATION

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Extensive leadership training and experience; excellent verbal and written communication skills; excellent computer skills; operatic vocal training, stage training, acting, artistic fabrication, music history, art history, music arranging, language training (Italian, German, French).