



KRISTIN LIVINGSTON

CONTACT

694 Otterspool Lane
Jacksonville, FL 32225
904.887.5238
kristinnlivingston@gmail.com

EDUCATION

MPA Nonprofit Management
University of North Florida
2009-2010

BA Theatre
Florida State University
2003-2005

AA Theatre
Florida State College at
Jacksonville
2001-2003

SOFTWARE

Microsoft Office
Adobe Photoshop
Raiser's Edge | Patron's Edge

AFFILIATIONS

Board of Directors | President
5 & Dime, A Theatre Company
2017-2018

Hightower Emerging Leaders
Fellowship | Jax Chamber
2018

Executive Director
Lumen Repertory Theatre
of Greater Jacksonville
2022

Partner | Galloway Gonzalez Consulting | August 2022 - present

- Provide operational and strategic leadership and support to emerging, mid-level and established arts & culture organizations, non-profits, and creative businesses.

Adjunct Professor | Jacksonville University - College of Fine Arts | August 2020 - present

- Teach Acting I (THEA 113) and Stage Management (THE320)

Vice President of Programs | Cathedral Arts Project | February 2021 - present

- Member of Executive Leadership Team
- Responsible for the effective and cost-efficient administration of 50+ visual and performing arts programs serving 1000+ low income students
- Supervise Program Manager, Data Specialist, 4 full-time fellows and 45+ part-time teaching artists, nutritionists and classroom assistants

Senior Director of Programs | Cathedral Arts Project | July 2016 - February 2021

- Responsible for the effective and cost-efficient administration of 50+ visual and performing arts programs serving 1000+ low income students
- Supervise Program Coordinator, Data Specialist and 45+ part-time teaching artists, nutritionists and classroom assistants

Program & AGC Jacksonville Manager | Cathedral Arts Project | November 2015 - July 2016

- Develop and implement systems and reporting to improve the efficiency of the program department functions.
- Assist the Chief Program Officer and AGC Executive Director to coordinate volunteers, support marketing efforts and special event needs as related to AGC Jacksonville
- Staff liaison for the young professionals group, the CAPtivators

Communications & Development Manager | Cathedral Arts Project | July 2014 - November 2015

- Responsible for all grant-related activity and outgoing donor communications
- Staff liaison for the young professionals group, the CAPtivators

Marketing Manager | Jacksonville Symphony Orchestra | June 2013 - July 2014

- Develop and execute marketing plan
- Oversee subscription renewal processes, ticketing pricing, data entry policies and procedures, pull weekly sales reports, build venues/shows
- Oversee social media strategy and implementation
- Supervise part-time House Manager and volunteer ushers

Institutional Giving Coordinator | Jacksonville Symphony Orchestra | November 2012-June 2013

- Manage 50+ corporate sponsors and 50+ foundations, government, city, and state grants
- Oversee social media strategy and implementation

Development Associate | Jacksonville Symphony Orchestra | May 2012 - November 2012

- Data entry: collect and record all incoming revenue in Raiser's Edge database
- Oversee social media strategy and implementation

Adjunct Professor | Florida State College at Jacksonville - School of Liberal Arts | June - July 2011

- Teach one summer session of Acting I (TPP2110)

Middle School Drama Teacher | St. Paul's Catholic School | August 2010— May 2014

- Teach 6th-8th grade drama classes (3 classes of 15-20 students)

Ticket Office Manager | FSU School of Theatre | August 2003-April 2008

- Managed a staff of 10-15 ticket agents
- Gathered all figures for performance settlements (300+ events) and revenue reports (1.5 million annually)

Event Coordinator | FSCJ South Campus - Wilson Center | August 2001 - July 2012

- Oversee facility rental and co-sponsorships
- Program planning and marketing for the Annual High School Summer Musical Theatre Experience
- Allocated and documented all budget expenditures (\$450,000 annually)
- Submitted and tracked payroll for local union stagehands (\$98,000 annually)
- Managed ticket office operations