

Jeffrey D. Brown

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PROFESSIONAL EXPERIENCE

THE CHATTANOOGA THEATRE CENTRE, Chattanooga, Tennessee

Producing Director (8/2001 to 8/2008), *Director of Operations* (8/1996 to 8/2001), *Managing Director* (3/1993 to 8/1996). Provided leadership, business management and artistic direction for one of America's oldest, largest and busiest community theatres. Grew annual budget from \$500,00 to \$1,000,000 and achieved annual attendance of more than 50,000 for 21 fully realized productions per year. Supervised staff of 12 to 18, including administration, box office, marketing/public relations, and production, plus up to 20 guest artists (directors, choreographers and musicians) per year. Created and monitored accounting systems, and provided all financial reporting. Assisted Board of Directors with Strategic Planning, and provided oversight of final stages of successful \$5.5 million capital campaign. Achieved annual fund raising in excess of \$250,000 per year. In addition, provided all on-site Computer/Network support and directed more than 20 productions on the main stage, created dozens of soundscapes, and taught classes in Sound Design. (3/1993 to 8/2008)

THE ANITA N. MARTINEZ BALLET FOLKLORICO, INC., Dallas, Texas

Director of Development. Created and implemented a funds development plan as part of a mid-sized, professional dance company dedicated to Mexican traditional dance. Responsible for Annual Fund/Membership Drive, Government Grants, Corporate and Foundation Support, and Individual Gifts, raising more than \$200,000 per year of a \$400,000 annual budget. Also oversaw marketing and promotion and internal publications. (12/1991 to 3/1993)

VOICES OF CHANGE, Dallas, Texas

General Manager. Managed nationally recognized, professional chamber music ensemble specializing in Twentieth-Century compositions. Responsible for all aspects of business management, including marketing and promotion, artists contracts, audience development, fund raising, accounting and financial reporting, and concert logistics. Annual budget approximately \$170,000, all volunteer support staff. (1989 - 1991)

NORTHWEST INDEPENDENT SCHOOL DISTRICT, Justin, Texas

Teacher, Band/Choir Director. Taught band, choir, music theory and music appreciation in grades 6 through 12. (9/1982 to 6/1984)

RELATED EXPERIENCE

VARIOUS, Dallas, Texas; Chattanooga, Nashville, Tennessee.

Consultant. Assisted a variety of non profit and arts-related businesses with issues related to Strategic Planning, Governance, Funds Development, Board Development and other aspects of their operations. (1996 to present)

CITY OF PLANO CULTURAL ARTS COUNCIL, Plano, Texas

Consultant. Assisted with design and development of grant request procedures and guidelines for disbursement of city funds. (1988)

DALLAS BUSINESS COMMITTEE FOR THE ARTS, Dallas, Texas

Administrative Intern. Developed and implemented a community leadership seminar; designed and operated computerized bookkeeping and records systems; coordinated city-wide survey of arts organizations, collated results and published findings; participated in strategic development of DBCA programs. (1988-1989)

DENTON LIGHT OPERA CO., Denton, Texas

Managing Director/Co-Founder. Managed a community opera company from start-up, including incorporation and achievement of IRS 501(c)(3) status. Directed and/or produced thirty-one productions over six years. (1985 - 1991)

VARIOUS COMPANIES, Dallas, Denton, Irving, Texas; Chattanooga, Cleveland, Cookeville, Tennessee.

Stage and Music Director, Sound Designer. Artistic Direction, Music Direction and Sound Design for more than 60 musicals, operas and plays with community, professional and educational theatres. (1982 to present)

EDUCATION

SOUTHERN METHODIST UNIVERSITY, Dallas, Texas

Master of Business Administration, Master of Arts in Arts Administration, May 1988 and May, 1989

Curriculum included Accounting, Economics, Computer Information Systems, Statistics, Marketing, Operations Management, Finance, Organizational Behavior, Public Relations, Graphic Design, Art History, Dance History and four semesters of Arts Administration Seminar; with a concentration in Public Relations/Marketing.

UNIVERSITY OF TEXAS, Arlington, Texas

Southeast Fund Raising Institute, Summer, 1989

Seminars in all aspects of non-profit funds development, including individual, planned and annual giving; corporate and foundation solicitation; local, state and federal government funding sources, and special events.

NORTH TEXAS STATE UNIVERSITY, Denton, Texas

Texas Lifetime Provisional Teacher's Certificate, Secondary Instrumental Music, June 1983

Graduate study in the School of Music, emphasis on instrumental and choral conducting. (1983-1986)

MICHIGAN STATE UNIVERSITY, East Lansing, Michigan

Bachelor of Music, Teacher's Certificate: Music - All Level, June 1982

Major in instrumental music, emphasis on conducting. Major instruments French Horn and Voice.

HONORS AND AWARDS

Spotlight Award "for outstanding contributions to local community theatre," and the *Twink Lynch Award* (Chattanooga Theatre Centre) "for outstanding achievement" presented by the American Association of Community Theatre, August, 2006.

Lanham Deal Outstanding Arts Administration Internship, The Center for Arts Administration, Meadows School of the Arts/Cox School of Business, Southern Methodist University, Dallas, Texas (1989)

Shield of St. Andrew, "for significant contributions to the ministry of music" at St. Andrew's Presbyterian Church, Denton, Texas (1990)

Judge's Special Award, "for significant contributions to Theater Arts in Denton (Texas)" (1987)

REFERENCES

Most Recent Employer:

Ms. Jo Coke, President

The Little Theatre, Inc./ Chattanooga Theatre Centre

1206 Lower Brow Road

Signal Mountain, TN 37377

(423) 886-1607

Mr. Dan Bowers, President

Allied Arts of Greater Chattanooga

406 Frazier Avenue

Chattanooga, TN 37405

(423) 756-2787

Mr. Mac McCarley

President, PDM Engineering Associates

9410 Cathowken Drive

Chattanooga, TN 37421

(423) 899-5662

Mrs. Molly Sasse

Executive Director

Chattanooga Symphony and Opera

630 Chestnut Street

Chattanooga, TN 37402

(423) 267-8583

Mrs. Sonia Young

"The Purple Lady"

1025 River Hills Circle

Chattanooga, TN 37405

(423) 267-6360