

GRETA PERLMUTTER

WORK EXPERIENCE

Theatre Coordinator, Hudson Broadway, ATG Entertainment March 2023 - Present
New York, NY

- Integral support to General Manager - collaborating with revenue management teams, food & beverage directors, and production company managers for operational efficiency.
- Manage weekly financial settlements for productions grossing \$1.5M - \$2M per week, ensuring meticulous data entry for net box office reporting and payroll for multiple unions.
- Launch and design internship curriculum for 20+ local high school students in partnership with Rosie's Theatre Kids, supporting professional development through direct mentorship.
- Manage high-profile executive client interactions, demonstrating exceptional organizational skills and superior customer service acumen.
- Spearhead Hudson Theatre's social media presence, amplifying brand visibility and improving engagement 30-40% each quarter.

Talent Agency Assistant Intern, Josselyne Herman & Associates Aug. 2022 - Dec. 2022
New York, NY

- Led the design and launch of a new consultancy company, partnering with the Founder and web designers on branding, while skillfully managing the digital presence across platforms like email campaigns, Instagram, Facebook, and LinkedIn.
- Collaborated with the head talent manager on actor contract negotiations, casting breakdowns and submissions, and oversaw all client communications.
- Updated and filed financial reports and invoices for each client's bookings and residuals.

Administrative Assistant, Arizona State University Success Courses Aug. 2020 - Aug. 2022
Tempe, AZ

- Designed and wrote weekly newsletter and daily content that reached 100+ faculty and staff members outlining important university policies and events.
- Analyzed and interpreted spreadsheets on Excel detailing student attendance and academic standing for more than 40 courses.

EDUCATION

Bachelor of Music in Music Theatre Performance August 2017 - May 2021
Arizona State University, Tempe, AZ GPA: 4.0

SKILLS

Microsoft Suite (Excel, Word, Powerpoint) and G-Suite

Project and Data Management: Salesforce, Trello, AirTable

Email Marketing Software: Salesforce Marketing Cloud, MailChimp, ConvertKit

Content Creation and Video Editing: Canva, Photoshop, Adobe Illustrator, Premiere Pro, iMovie