

# SAVANNA HARVEY

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## ARTISTIC PRODUCING

2014 – PRES

SAVANNA HARVEY – FREELANCE ARTISTIC PRODUCER

### FINANCIAL MANAGEMENT AND FUND DEVELOPMENT

- Calculate and manage company operating and project budgets
- Bookkeeping, expense processing, financial reports
- Research, target, and write grants
  - ➔ Edmonton Arts Council, Calgary Arts Development, Alberta Foundation for the Arts, Canada Council for the Arts, Calgary Foundation, Allard Foundation, artsVest, Alberta Media Arts Alliance, Canada Summer Jobs, Serving Communities Internship Program, etc.
- Devise company and project sponsorship matrixes
- Community fundraising
  - ➔ Kickstarter, Patreon, silent auctions

### PROJECT MANAGEMENT

- Manage all aspects of successful project and event realization including timelines, human resources, budgets, marketing, FOH, box office, and logistics
  - ➔ Manage 3 simultaneous festival venues hosting 20 productions, with 140 total performances, with capacities of 220, 180, and 50
  - ➔ Manage a 4-day festival programming over 100+ artists each year across the performing arts
  - ➔ Regular promoted with increasing responsibilities
- Liaise with presenters and venues
  - ➔ Successfully presented 30+ artistic projects across 5 different cities since 2014 with accompanying community engagement components
- Evaluate project processes to continually improve strategies and methodologies

### ARTS AND CULTURAL MANAGEMENT

- Write contractual letters of agreement
- Research, target, and assemble application packages for artistic opportunities
  - ➔ AWARDED: Workshop West Playwrights Theatre, SkirtsAfire, Alberta Playwrights' Network, NextFest, IGNITE! festival of Emerging Artists, Gravity Cabaret of Political Art, Art from the Unknown Presented by the Premiere of Alberta, New Works Festival, Ghost River Theatre, etc.
  - ➔ NOMINATED: City of Calgary RBC Emerging Artist Award
- Complete touring strategy and execution: logistics, financials, marketing
- Leadership and Advocacy: representing artists' interest and rights to organizations, building and upholding community standards including codes of conduct, collect and implement community feedback
  - ➔ Initiated a partnership between the Calgary Fringe and Sage Theatre/IGNITE! to implement an annual Emerging Artist Award to build local development infrastructure for emerging artists in Calgary
- Generate and present reports to the board of directors

### COMMUNITY ENGAGEMENT

- Research, strategize, and implement community outreach initiatives with a value of equity, diversity, and inclusion
- Design and manage registrar systems for educational outreach
- Host artistic community social and networking events, be a connector
- Volunteer Management: Recruit, schedule, train, and supervise all volunteers
  - ➔ Single contract, managed and staffed 100+ volunteer shifts; received special commendation for the management of FOH; offered the first renewable contract for this role
- Act as a catalyst for knowledge-sharing in the community
  - ➔ Hosted multiple post-show talkbacks
  - ➔ 2015: Workshop Presenter *When Words Collide Festival*

# SAVANNA HARVEY

- 2018: Guest Lecturer *University of Alberta's International Week: Arts and Social Justice*
- 2018: Workshop Leader *Producer Bootcamp*

## MARKETING AND COMMUNICATIONS

- Assemble and distribute media releases, press kits, general marketing materials digital/print
- Brand Content: Generate website, social media, and newsletter content
- Copywriting and graphic design

## RECENT CONTRACTS

2020 – Pres	Marketing Manager, <b>Edmonton Fringe Festival French Quarter Hub BYOVs</b> EDMONTON
2019 – Pres	Fund Development Officer, <b>International Festival of Winter Cinema</b> EDMONTON
2019 – Pres	Festival Producer, <b>IGNITE! Festival of Emerging Artists Presented by Sage Theatre</b> CALGARY
2017 – 2019	Company Producer, <b>Ghost River Theatre</b> CALGARY
2018 – Pres	FOH Manager, <b>Edmonton Fringe Festival French Quarter Hub BYOVs</b> EDMONTON
2018 – Pres	Director of Artist Services, <b>Calgary Fringe Festival</b> CALGARY
2014 – Pres	Independent Producer, Sole-Proprietorship

## EDUCATION & PROFESSIONAL DEVELOPMENT

2019	Climate Leadership Program – <b>Regeneration Society</b>
2019	Community Action – <b>Community Development Learning Initiative</b>
2019	Non-Violent Direct Action – <b>Extinction Rebellion Calgary</b>
2019-20	Rozsa Arts Management Program – <b>Rozsa Foundation</b>
2019	artsvest <b>Business in the Arts Sponsorship 101</b>
2019	YYC Women Who Lead (2019 Cohort) – <b>The Women's Centre</b>
2019	Community Bystander Training – <b>Centre for Sexuality</b>
2019	Harassment Training for Employers in the Arts - <b>Cultural Human Resources Council (CHRC)</b>
2018	What the Hell Does a Producer Do?! <b>Josh Dalledonne</b>
2017-18	Producing Internship – <b>Ghost River Theatre</b>
2015	BA – English & Drama, <b>University of Alberta</b>