

Matthew B. Cullen

Arts Administrator

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he/him/his

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(716) 783-4350



Administration:

KMEntertainment

Jan. 2021 - Present

Operations and Logistics Manager

- ❑ Creates and manages travel/rehearsals itinerary and rehearsal/production reports.
- ❑ Assists in advancing work for booked clients.
- ❑ Maintains company website, YouTube, and contract database.

Disruptive Compassion, Zoom

April 2020 - Present

Founder

- ❑ Produces a virtual series of weekly table reads featuring young actors from across the country.
- ❑ Evaluates and programs scripts for the table reads.
- ❑ Facilitates discussion after each table read.

Ticket Office:

SUNY Fredonia Ticket Office, Fredonia, NY

Jan. 2020 - Mar. 2020

Ticket Agent

- ❑ Responds to customer inquiries related to services or accommodations and promptly addresses issues or complaints.
- ❑ Processes order transactions and provides customers with detailed itineraries, tickets and receipts.

Education:

State University of New York at Fredonia

BA Theatre Arts

Expected Grad. May 2023

Minor: Arts Admin. & English

Skills:

Typing • Organizational Skills • Detail Oriented • Mailchimp • Wix • Using Google Software (Drive, Docs, Sheets, Forms) • Social Media (Facebook, Instagram, Twitter, YouTube) • Strong Interpersonal Skills • Multitasking • Time Management Skills • Avid Reader • Work Well Under Pressure • NYS Drivers License