

Melani Kate Chadwick

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Summary of Qualifications

Twenty years experience as a freelance artist and writer, including jobs teaching, editing, writing, and proofreading. Excellent interpersonal skills with kids, parents, and adults. A lifetime's worth of being a stickler for proper grammar and the rules of language. The ability to quickly assimilate and integrate different styles of learning and operating within each business. Proficiency in both Mac and PC computer formats, manual and computerized filing systems, and design as well as office software programs.

Professional Experience

Marketing Engagement Specialist, SpotCo Advertising and Marketing Agency, New York, NY

- Monitors and engages with the fans of eleven Broadway and nationally touring shows (*Cats, Kinky Boots, Waitress, Falsettos, etc*) on Twitter and Instagram as the voice of the Broadway show itself.
- Creatively responds to fan comments, fan art, and fan questions.
- Escalates to marketing specialists any complaints or unruly behavior from fans on social platforms.

Admin Assistant, Copyeditor/Proofreader, The Law Offices of Kraus, Diamond, and Fee, New York, NY

- Organizes Discovery documents and a catalog of physical and digital files for a small, private firm of family lawyers in Manhattan.
- Copyedits/proofreads motions, letters, and proposals that are sent to opposing counsel or the New York City Court System.
- Sifts through and prioritizes phone messages and emails from clients, counsel, and judges.

Music Teacher, Educational Alliance/The Boys and Girls Club of America, New York, NY

- Teaches basic music theory and basic vocal technique to groups of 10-15 public school kids at PS142 in Manhattan.
- Leads a school choir, music directed the spring musical, and works one-on-one with the program's director to cater the musical to the kids' abilities and needs.
- Listens and caters teaching techniques to kids who have various learning or behavioral issues; strategizes with group leaders to help students get the most out of the music classes.

Writer, Editor, Freelance Projects, New York, NY

- Brainstorms, outlines, creates, edits, and formats various projects from plays to screenplays to website copy to marketing materials.
- Collaborates with composers, directors, and project managers to successfully meet writing and editing deadlines.
- Promptly replies to emails, texts, and phone calls from clients and managers.

Translator, Editor, Fanny's Forgotten Music, Sweden via Skype

- Holds Skype meetings with a composer in Sweden to receive instructions on translating her full-length musical from Google Translate English to colloquial and metered English.
- Edits, proofreads and formats her production's outline, her promotional materials, and her scenes/lyrics.
- Takes notes from her and applies her edits once the preliminary rounds are complete.

Editor, Graduate Musical Theatre Writing Newsletter, NYU's Tisch School of the Arts, New York, NY

- Amassed emails sent from the NYU Tisch community into a database and wrote feature stories and news items about the awards, productions, and events that featured our alums.
- Interviewed alumni and faculty from the program who have found both success and failure in the theatre world. Curated those interviews into an article for the current students.
- Formatted pictures and text; copyedited for publishing a final product.

Guest Lecturer, Bookwriting, NYU's Tisch School of the Arts, New York, NY.

- Gave a lecture to graduate students in the writing department about the history of *The Music Man*.
- Led a discussion with the students about that show, its structure and its importance in the history of musical theatre.
- Worked with our bookwriting faculty member, Rachel Sheinkin, to schedule the lecture, coordinate with the student participants, and reserve the space through NYU.

Instructor, University of California, Irvine, New York Satellite Program, New York, NY

- Taught ballet to university musical theatre students of varying levels.
- Found ways of explaining ballet to help non-physical people understand their bodies differently, improving their sense of themselves as performers on stage.

PowerPoint Design Assistant, Remote Contract Worker, Seattle, WA/New York, NY

- Designed, cleaned, and edited PowerPoint design presentations for Microsoft corporate events and internal meetings.
- Easily met deadlines, quickly learned new or updated versions of software, and adapted to the changing needs of clients and project managers.

Instructor, *John Robert Powers, New York, NY*

- Taught advanced acting and voice to kids and adults (ages 4-25).
- Helped organize syllabuses, end-of-term performances, and audition pieces.
- Worked closely with the program's director to ensure that every student got all that they can out of their training.
- Substituted classes for other teachers when needed.

Administrative Assistant, *The Law Office of Jill C. Lesser, Esq., New York, NY*

- Worked as a law assistant, gathering, researching, and compiling paperwork for Ms. Lesser's corporate law practice.
- Completely updated and organized legal filing system, also creating a computerized index of over 20 years of case files for over 100 clients.
- Professionally greeted clients and managed Ms. Lesser's office; courteously directed all incoming calls on 10-line phone system; coordinated courier services.

Instructor, Choreographer, *The Lake Arrowhead School of Dance, Lake Arrowhead, CA*

- Taught beginning, intermediate, and advanced ballet, variations, pas de deux, musical theatre dance, tap, and jazz class to students from age six to adult.
- Choreographed and prepared routines for spring recitals.
- Sat on the panel of auditioners for the school's annual production of *The Nutcracker*.

Founder, Instructor, *Kate Chadwick Voice Lessons, New York, NY*

- Leads hour- or half-hour- long private lessons for students looking to improve technique, prepare for auditions, or heal vocal fatigue.
- Works with all ages and skill levels from school kids to Broadway professionals (her students have been featured in the Broadway productions of *The Lion King, Wicked, White Christmas, and Spamalot*).
- Can play her own warm-up exercises and can sight-read chords.

Standardized Patient, *Western University, Pomona, CA*

- Memorized medical scripts and symptoms to perform as a standardized patient for the student-doctors of osteopathy; performed in their patient care classes and exams in mental and physical health.
- Evaluated the student-doctors based on criteria set up by the university to help them improve their diagnostic skill and bedside manner.

Employment History

2016 – present	SpotCo Advertising and Marketing Agency
2016 – present	The Law Offices of Kraus, Diamond, and Fee
2015 – present	Music Teacher, Educational Alliance/Boys and Girls Club of America, New York, NY
2015 – present	Freelance Writer, New York, NY
2015 – present	Translator, Editor, Fanny's Forgotten Music, Sweden via Skype
2014 – 2015	Editor, NYU's Graduate Musical Theatre Writing Newsletter
2015 – 2015	Guest Lecturer, Bookwriting, NYU's Tisch School of the Arts, New York, NY.
2007 – 2013	Instructor, UCI Satellite Program, New York, NY
2007 – 2013	PowerPoint Asst., Remote Contract Worker, Seattle, WA/New York, NY
2007 – 2012	Instructor, John Robert Powers, New York, NY
2007 – 2008	Administrative Asst., The Law Office of Jill C. Lesser, New York, NY
2005 – 2007	Instructor, Choreographer, The Lake Arrowhead School of Dance, Lake Arrowhead, CA
2005 – present	Founder, Instructor, Kate Chadwick Voice Lessons, New York, NY
2005 – 2007	Standardized Patient, Western University, Pomona, CA

Education

Master of Fine Arts, musical theatre writing, Tisch School of the Arts, New York University (2015)

Post-Graduate Certificate, Oxford School of Drama, Trinity University of London (2004)

Bachelor of Arts, Magna Cum Laude, high honors in musical theatre, University of California, Irvine (2001)

Course Completion, copy editing and proofreading course, NYU's School of Professional Studies (2002)

Union Affiliations

Member of **Actor's Equity** since 2005; Member of the **Dramatists Guild** since 2013