

# SOPHIA VALERA HEINECKE

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Creative Consultant and Nonprofit Manager with eight years' experience in visual arts programming and live events; excellent communicator, dialogue facilitator, consistent, responsibly connected to creative expression without centering self

## EXPERIENCE

### The Creative Center at University Settlement

2016 - February 2023

*Interim Director, Program Coordinator*

*New York, NY*

- Development, implementation, and staffing of art workshops for New Yorkers with cancer, 100+ workshops annually
- Writing calendars, marketing materials, brochures, social media and newsletter
- Budgeting and supply purchasing
- Develop positive and supportive relationships with participants, instructors, artists and donors
- Experience planning and hosting conferences/seminars
- Data collection, RFPs, record-keeping, phone duties, maintenance of mailing lists, preparation of payment requests. Prepare reports based on program-related data

### Dramaturg, Script Supervision, Creative Consulting

2019 - Present

*Project based support for artists working with narrative, recent projects:*

- **Digital Playgrounds (New Media):** Concept development and story consulting for six VR and XR projects brought to New York City from France through a partnership between Villa Albertine and Le Centre National du Cinéma et de L'image Animée
- **Franca Rame Project (Stageplay):** Dramaturg, adapted texts, research, marketing assistance, led post show talk back
- **Delejos (VR, Storytelling):** Script orchestration consultation, workshop and monthly rehearsal advisement
- **Let It Rain (Stageplay):** Research, prompt based character/context assignments, monthly feedback for one year

### Experimental Bitch Presents

2018 - 2019

*Development Head*

*New York, NY*

- Developed artist relationships and grant proposals matching opportunities a seasonal artist roster, tracking applications, reminders and follow up for internal deadlines
- BAC and BAF award recipient for In The Kitchen (Hannah Goldman), residency recipient: Access Theater, grant applications and tracking, artist collaboration development, hosting seminar at annual retreat

### The Actors Fund/ RCAC

2017- 2018

*PAL Legacy Fellow for Len Cariou and Michael David Arian*

*New York, NY*

- One of a team of advanced fellows preparing and documenting the lives of older actors, focused on shaping the future of our cultural legacy
- Archiving, web asset management, data management and tracking
- Audio recording and production

### Blueswitch (E-Commerce)

2015 - 2016

*Assistant to CEO Richard Chalme*

*New York, NY*

- Research and development for pitches/presentations, financial management, review and develop yearly reports
- Data analysis, contract writing, scheduling, coordinate travel and meeting plans

**SKILLS: Microsoft Office:** Outlook, Excel, Word, **Google:** Analytics, Drive, Calendar, **Adobe:** Premiere, **Final Draft**

**CERTIFICATIONS: Scripps Ohio OMA Facilitator Training:** June 2020, certified to run programs for those living with dementia, **Excel Program for Youth with Autism at University Settlement:** Summer 2017

## EDUCATION

### New York University

December 2015

*BFA, Dramatic Writing, Tisch School of the Arts*

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