

JOANNA MECCIA

DANCER & ARTS ADMINISTRATOR

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Hedwig Dances

COMMUNICATIONS TEAM LEAD (2023-Present)

- Create and oversee communication schedule.
- Create and oversee marketing campaigns.
- Update and maintain Wordpress website.
- Design, write, and edit email campaigns.
- Create written copy for press releases, performance and event descriptions, and fundraising campaigns.
- Manage social media engagement.
- Edit short-form video content.

First Presbyterian Church of Evanston

ASSISTANT TO COMMUNICATIONS DIRECTOR (2021-2023)

- Design, write, and edit weekly email campaigns.
- Format weekly worship service bulletins.
- Update and maintain Wordpress website.
- Create and edit copy for event announcements.
- Graphic design for booklets, banners, slides, etc.

Metamorphosis: Fearless Evolution

ADMINISTRATIVE ASSISTANT (2021)

- Launched recruiting event for university dance programs.
- Designed promotional collateral.

Trifecta Dance Collective

ARTISTIC ASSOCIATE (2018-2020)

- Directed, produced, and promoted events and performances.
- Hired guest choreographers and dancers.
- Managed social media accounts, Squarespace website, and designed newsletters, programs, posters, and fliers.

Dance and Music Academy

DIRECTOR OF COMMUNITY ENGAGEMENT (2013-2020)

- Created original events with community organizations
- Planned studio curriculum.
- Designed email newsletters.

Skills

PROFICIENT IN:

- Adobe InDesign, Illustrator, Photoshop
- Canva
- Mailchimp, Constant Contact
- Network for Good
- G Suite, MS Suite
- DaVinci Resolve
- Wordpress, Squarespace, Wix
- Buffer, Meta Business Suite

Education

INDIANA UNIVERSITY

BS in Kinesiology

Major in Contemporary Dance

Minor in Exercise Science

References available upon request.