

# Allegra Lingo

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## Experience

### **Minnesota Fringe** (*Minneapolis, MN*)

**July 2000 - present**

Currently serves as the Audience and Volunteer Services Director for the Minnesota Fringe, the largest non-juried theater festival in the United States. Position held since October 2007. Previously worked as the Audience Services Director (2005-2007), Assistant Audience Services Director (2003 – 2005), and house manager (2000 – 2004). Primary responsibilities include working closely with other year round staff (administration, marketing, technical, and web) to plan the festival and create policies; hiring, scheduling, training and management of 28 seasonal staff members and 450 volunteers; overseeing the college internship program; writing and editing training materials for staff members; ensuring smooth operation of performances in up to 22 venues simultaneously throughout Minneapolis; and is ultimately responsible for the theater experience and safety of 45,000 audience members.

### **Rockstar Storytellers** (*Minneapolis, MN*)

**August 2007 – present**

Co-founded a performance collective of twelve solo performers in Minneapolis. Primary responsibilities include creation and maintenance of the company website; working with venue directors to schedule monthly performances; scheduling performers for shows; recording and editing monthly podcasts; and coming up with and implementing innovative marketing strategies.

### **Writer / Performer** (*Minneapolis, MN*)

**August 2001 – present**

Writes stories and essays for performance. Created and performed five one-woman shows and appears at many cabarets and special events. Performances include three appearances on Minnesota Public Radio's *In The Loop*, benefit host for *Theatre Unbound*, eight shows in the Minnesota Fringe, monthly appearances with the Rockstar Storytellers, and featured performer at the NARAL benefit *Stand Up for Choice*. Created and maintains website for marketing purposes.

### **Buckets and Tap Shoes** (*Minneapolis, MN*)

**April 2005 – May 2008**

Toured as the sax player in the back-up funk band for a street tap dance and rhythm-based show. Played shows in 21 states and two countries, including shows in Helsinki, Finland (2006 Helsinki Tap Festival) and on Broadway (2007 Fall For Dance, showcases at APAP 2007 and 2008).

### **Dolphin Staffing** (*Minneapolis, MN*)

**September 2006 - present**

Works as a contracted worker through the Dolphin Staffing agency. Primary placement in the Disability Services department at the University of Minnesota, editing textbooks and converting documents for low-vision and vision-impaired students.

## Education

### Kalamazoo College

Fall 1998 – June 2001

B.A. in English. Transferred to Kalamazoo College after one year at Concordia College in Moorhead, Minnesota. Studied one year at the Samuel Beckett Centre for Drama and Theatrical Studies at Trinity College in Dublin, Ireland. Extra-curricular activities included theatre (acting and production teams), concert band, jazz band, creative non-fiction editor for literary magazine, involvement with the GLBT student organization.

## Skills

Computer Applications:

- Microsoft Office Suite. Advanced proficiency in Word, Excel, Outlook, Publisher, Front Page, and PowerPoint.
- Proficient in both PC and Mac based operating systems.
- Mac Applications. Advanced proficiency in Garage Band and iWeb. Experienced with iPhoto.
- Kurzweil3000 document conversion. Advanced.
- OmniPage document conversion. Advanced.
- PDF creation with Adobe. Advanced.
- Adobe Photoshop. Beginner.
- Basecamp Project Management software. Intermediate.
- Coding. Beginner.

People Skills. Expert.

Management. Expert.

Scheduling. Expert.

Using social media (Facebook, Twitter, MySpace, blogging, podcasting) as a marketing tool. Expert.

Website creation. Advanced.

Speaks German.

Communication Skills. Expert.

Professional musician with experience in touring, and knowledgeable about classical, jazz and funk styles.

## References

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