



✉ jaime@jaime-sharp.com

🌐 www.jaime-sharp.com

🌐 linkedin.com/in/jaimesharp

Additional Training

Graduate Certificate *In progress*

University of Connecticut

- Arts Leadership & Cultural Mgmt.

Graduate Certificate *In progress*

Boston University

- Fundraising Management

Cincinnati Symphony 2021-2022

Marketing Intern

Opera Theatre of Saint Louis 2021

Marketing and Media Intern

University Musical Society 2019-2020

Marketing Intern

Fellowship & Mentorship

All Rise Initiative 2022

Tom O' Connor Consultants

Leadership Through Mentorship 2022

Women of Color in the Arts

EDI Research Fellow 2021-2022

Assoc. of Arts Admin. Educators

Opera Leaders of Color 2021-2022

OPERA America

Sphinx Fellow 2022

Sphinx Organization

Jaime Sharp (she/her)

ARTS LEADER

Capacity Building • Administration
Marketing & Communications • Project Management
Performance • Equity & Inclusion

Work Experience

Cincinnati Song Initiative May 2022 – Present

Director of Communications & Audience Development

- Handle the social media platforms, website, newsletter, blog, podcast and interview series, and press releases.
- Cultivate relationships with community members and organizations for collaborative events, and cross-promotional opportunities.

Grantmakers in the Arts April 2022 – Present

Communications & Publications Manager

- Management of social media and website planning, strategy, content creation, and data tracking and analysis.
- Coordinate communication and content, editing, and production of GIA Online Reader, Member Bulletin, GIA blogs, Presidents' Blog, and other GIA publications.

Hear Us, Hear Them October 2020 – Present

Founder & Executive Director

- Commission and premiere works by underrepresented composers.
- Plan educational workshops, and masterclass with guest artists.
- Manage group of 23 singers, plus staff and board.
- Handle philanthropy and grant applications (over \$25,000 rewarded).

Opera NexGen June 2020 – June 2022

President & General Director

- Produce mainstage remote virtual operas, and educational webinars.
- Manage a staff of 16 plus board members, and interns.
- Develop strategic plan and fundraising initiatives (over \$20,000 raised from individual donations).

Black Opera Alliance January 2021 – January 2022

Administrative Manager

- Serve as primary contact for 1,000 plus members, and external organizations.
- Schedule meetings, create agendas, and take minutes.
- Manage website/newsletter, and generate press releases.
- Coordinate social media calendar, and manage/distribute contracts and payment using QuickBooks and customer relationship management system.

American Repertory Theatre February – June 2022

Public Relations Assistant – seasonal

Education

University of Cincinnati 2020-2022

MM in Vocal Performance

- Summa cum laude
- Public Information Graduate Assistant

University of Michigan 2016-2020

BM in Vocal Performance

- Minor in Linguistics