

Nikki Scamuffo

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Professional Experience

LINCOLN CENTER FOR THE PERFORMING ARTS- New York, NY

Center Charge Representative, January 2022 - Present

- Fulfilling ticket orders for events at Lincoln Center's many venues.
- Managing outbound sales and solicitation support on specific campaigns.
- Providing customer service phone support regarding Lincoln Center's venues, events, and performance series.

AMAS MUSICAL THEATRE- New York, NY

Production and Administrative Assistant, May 2021 - November 2021

- Assistance during production, casting calls, and rehearsal. Specific projects I worked on include *Americano!* and *Dorothy*.
- Accepting, logging, and reading/evaluating new musical submissions from composers, lyricists and librettists.
- Clerical support of production needs (e.g., copying, distribution of changes in scripts and music, etc.)
- Assistance in phone, messages, filing, letter writing, calendar updates, supplies, and errands.

MUSIC THEATRE OF CONNECTICUT- Norwalk, CT

Marketing and Operations Intern, May 2020 - August 2020

- Worked in marketing via social media, website updates, and press releases.
- Involved in the production of MTC's summer programs and special events. Specific projects I worked on include *Pride In The Theatre*, *Camp Rock Jr*, *MTC Live!*, and general social media marketing for MTC's School of Performing Arts.

AMERICAN UNIVERSITY GREENBERG THEATRE- Washington, DC

Actor, Theatre Technician, Producer, and Dramaturgist, September 2017 - May 2021

- Actor in six mainstage shows including *Overture*, *Assassins*, *The Government Inspector*, *The Women*, *A Call For A New Federal Theatre Project*, and *The Pliant Girls*.
- Theatre technician for *Assassins*, *Blood Wedding*, *The Boy Detective Fails*, and *Significant Other* (i.e stage management, costume crew, prepping mics, hanging lights, spot op, strike).
- Worked as a producer and dramaturgist for *A Call For A New Federal Theatre Project*.

ONSTAGE BLOG- New York, NY

Theatre Critic and Content Creator, May 2019 - August 2019

- Reviewed theatrical productions in the greater New York area, including *Guys And Dolls* and *Avenue Q*.
- Wrote editorials about the experiences and observations of performing artists.

WIREMILL ACADEMY: THEATRE ARTS FOR YOUNG PEOPLE- Redding, CT

Marketing, Teaching, & Operations Intern, July 2015 - June 2017

- Assistant directed students in *Dear Edwina*, *Once On This Island Jr.*, and various acting camps/classes.
- Lead publicity efforts for the school through social media marketing and creating/distributing physical flyers. I provided customers with information about the school and its summer opportunities.
- Learned the intricacies of running a small business by shadowing its owners.
- Collaborated with my colleagues to create short scripts for the school's summer programs.

Education

AMERICAN UNIVERSITY, Washington, D.C

Bachelor of Arts in Musical Theatre, Business & Entertainment, and Entrepreneurship, Class of 2021

UNIVERSIDAD PONTIFICIA COMILLAS, Madrid, Spain

Semester Abroad studying New Business Creation and Organizational Behavior

WILTON HIGH SCHOOL, Wilton, CT

High School Diploma

Hard Skills: Fluent in English, Spanish, and Italian, proficient in modern Greek; Skilled public speaker; Trained in voice, acting, dance; Creative & professional writing; Dramaturgy; Production; Social media savvy; Marketing; Event planning; Typing/word processing; Presentational skills; Email management; Entrepreneurship; Customer engagement; Small business operations; Advertising; Marketing applications; Design applications; Google applications; Microsoft applications; Apple Applications, Online learning applications; Teaching; Childcare.

Soft Skills: Communicator; Friendly; Conversationalist; Creative; Works well in a team and individually; Leadership skills; Enthusiastic; Empathetic; Prioritizing; Critical thinking; Funny!