

Elsa K. Pihl

141 Lakeshore Drive, Hammonds Plains, B4B 1X2

pihlelsa@gmail.com 902-329-6504

AMBITION:

To find a role that combines my passion for the arts and utilizes my advanced organizational skills.

EMPLOYMENT:

General Manager - Eastern Front Theatre

Feb 2020 – Present

Responsible for all financials and budgeting, liaising with Board, agreements and contracts, grant applications, managing database, fundraising, communications, strategic planning and day to day operations.

Administrator - Eastern Front Theatre

Sep 2018 – Feb 2020

Responsible for maintaining calendar and deadlines, completing accounts receivable and payable tasks, processing contracts, maintaining records, communications, assisting with production logistics, assisting with organization of fundraisers, and providing administrative support to the Artistic Producer and the organization.

Administrative Assistant - Canadian College of Acupuncture & TCM

Jan 2018 – Apr 2018

Responsible for the daily operations of the college including answering the phone, responding to emails, managing student files, ordering supplies, and booking patients. Liaising with students, instructors and clients. Editing correspondence for Directors.

Stage Manager - Various Live Theatres

June 2003 – Jan 2020

(Loblaws Conference 2020; Carousel Players 2013 & 2015, 2016; Soulpepper 2006-2010; George Brown College 2009; Tarragon 2008-2009; Stratford Festival of Canada 2005 & 2006)

Employed as an independent contractor by some of Canada's top theatre companies for twelve years. Responsibilities include establishing and maintaining a company schedule, managing individual schedules for between 2-40 actors, tracking rehearsal spaces, props and costumes, controlling all aspects during each live show (*calling cues for sound, lights and transitions*) to ensure the director's artistic vision is consistent in all performances. As Stage Manager, I was also responsible for daily communications reports between the director, designers and performers.

Keyholder - Cristall Wine Merchants

Sept 2013 – June 2014

Achieved/outperformed daily and monthly sales targets for one of Atlantic Canada's top wine retail locations, with additional responsibilities such as storefront merchandising, sales tracking and inventory management (*including ordering*).

Keyholder - Jackson-Triggs Winery

May 2011 – Aug 2012

Often worked in a concierge role as the first point of contact for winery guests to ensure pleasant arrival, and offer direction for their visit. Additional responsibilities included answering phones, maintaining mailing lists, booking tours, and working in a direct sales role in the retail store. Increasingly spent time leading winery tours and conducting both public and private tastings.

Keyholder - Nutty Chocolatier

Apr 2007 - May 2010

Oversaw a small team while managing the store on a day-to-day basis. Responsibilities included retail sales, food handling, merchandising, and inventory management.

Department Manager/Keyholder - Roots on Bloor Nov 2003 - Feb 2005

Quickly progressed from sales/merchandising/cashier role to added responsibility of opening and closing the company's iconic flagship location. Management duties included merchandising, overseeing staff to achieve daily sales goals, scheduling, payroll, and tracking sales and inventory.

EDUCATION**Bachelor of Arts - Acadia University**

Wolfville, Nova Scotia

Graduated 2003

Majored in Theatre Studies with Minor in English

TRAINING

- Fundraising Apprenticeship Program with Strategic Arts Management (Coach Cindy Wagman, Mentor Nancy Morgan)
- Strategic Planning Apprenticeship Program with Strategic Arts Management (Coach Jane Marsland, Mentor Bruce Klinger)

RELEVANT SKILLS

- Computer - comfortable with MAC & PC, familiar with Google Suite, Microsoft Office, Apple programs)
- Vulnerable Sector and Child Abuse Registry cleared
- St. Johns First Aid
- Smartserve Certified
- Class 5 Driver's license and has own vehicle
- CAEA Member