

Brit Lutz

North Adams, MA 01247
britlutzrobinson@gmail.com

Education

Massachusetts College of Liberal Arts (MCLA) North Adams, MA
Bachelor of Arts - Arts Management
December 2021 - GPA 3.981

Berkshire Community College (BCC) Pittsfield, MA
Associate of Arts - Biology, Fine Art
May 2019 - GPA 3.67

Experience

Sm[Art] Commons Blog, North Adams, MA

Senior Editor - January 2020 - December 2021

- Designed a new website for the campus art blog
- Transferred all the previous content onto a new platform
- Established two internship positions for MCLA Fine and Performing Arts students
- Supervised the team during the expansion of the blog
- Sourced and obtained new content from students, artists, alumni, and faculty
- Created and maintained a content calendar for the platform
- Selected and mentored the next Senior Editor

The Chamberlain Group, Great Barrington, MA

Administrative and Logistics Assistant - May 2021- September 2021

- Assisted the art fabrication department
- Worked with silicone rubber and platinum-cure silicone
- Trimmed, glued, and cleaned silicone product
- Assembled and shipped large quantities of premium quality, silicone product nationally and internationally

24 Hour Theatre Festival, North Adams, MA

Director of Development - January 2021- May 2021

- Prepared the program budget decreasing the expenditures by 25%
- Identified potential funders and grant opportunities
- Wrote three grant applications and received full funding

24 Hour Theatre Festival, North Adams, MA

Assistant Company Manager- January 2021 - May 2021

- Managed the actors' needs before and during the festival
- Maintained regular communication with participants
- Mentored and coached participants when necessary

Massachusetts Museum of Contemporary Art (MASS MoCA)

North Adams MA - Artist Services - June 2019

- Delivered catering services at the Wilco's Solid Sound Festival

- Assisted in the accommodation of a diverse lineup of artists and their families
- Maintained a tranquil environment where artists could relax before their set

Crane & Company, North Adams, MA

Product Assembler - June 2013 - February 2016

- Assembled wedding invitations and fine stationary
- Operated a glue press
- Transported product between departments
- Trained new employees in the assembly department

Berkshire Community College, Pittsfield, MA

Administrative Assistant - September 2011 - June 2013

- Worked closely with the Director of Berkshire County Career Vocational Technical Education (CVTE)
- Answered phones, organized files and calendar management
- Assisted with the preparation and planning of the annual STEM career fair
- Assembled and delivered 250 handouts, pamphlets, flyers, and 'swag', equally distributed to the participants of the STEM career fair

Leadership

Institute for the Arts and Humanities Student Advisory Board member
 National Society of Leadership and Success, inducted Fall 2020
 Honor Society Alpha Lambda Delta, inducted Fall 2020

Awards

Grant received from MCLA Institute for Arts and Humanities for the
Intersectional Feminist Tea Party; A Series of Artful Conversations in April 2021
 Philomena J. Dolan Memorial scholarship recipient, Spring 2021
 MCLA Presidential scholarship (2019-2021)
 Lola and Edwin Jaffe Arts Management Scholarship Spring 2020

Skills

Project management
 Financial management
 Organization and record keeping
 Problem solving and critical thinking
 Emotional intelligence and flexibility
 Excellent written and verbal communication skills