

# ASHLEY OLSON

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ADMINISTRATOR TEACHING ARTIST EDUCATIONAL LEADER

## CAREER HIGHLIGHTS

- Manage budgets of 200-300K, including day-to-day budget management, forecasting, and monthly performance reporting to the executive team.
- Developed and facilitated need based professional development and training curricula for staff groups of up to 75 people.
- Led teams and taught in 6 different countries, worked with students and teachers from 25+ nationalities
- Assessed programs, operations, financials, and culture to build and implement strategic plans for improvement, growth and sustainability

## PROFESSIONAL EXPERIENCE

**TEACHING ARTIST** 2021-Present

### *Northwest Children's Theatre & School*

Develop and teach thematic and theatrical lesson plans highlighting dramatic and interpersonal skills through discovery classes. Engage students in an exciting and skill building rehearsal process resulting in scripted PlayLab class performances.

**TEACHING ARTIST / COACH** 2021-Present

### *PlayWrite, Inc., Portland, OR*

Work with other teaching artists/coaches to establish trust with a given group of students. Unlock creativity in young people through writing exercises and pair one-on-one with a student to coach them in the writing and production of their original play.

**HEAD OF SCHOOL** 2018 - 2021

### *Grand Center Arts Academy, St Louis MO*

Developed partnerships with two 3<sup>rd</sup> party educational contractors, three arts non-profits, and three local businesses. Lead administration team to create cohesive vision and creative expression to drive productive student learning. Directed day-to-day operation of building and education program and supervised support staff to delegate assignments and evaluate performance. Developed and diversified instructional strategies to better serve students of different ability levels and backgrounds. Monitored

## EDUCATION

NEW YORK UNIVERSITY  
Master of Arts: Educational Theatre  
Graduated May 2010

SYRACUSE UNIVERSITY  
Bachelor of Fine Arts: Drama  
Graduated May 2005

OXFORD SEMINARS  
TESOL/TEFL Certificate  
Awarded October 2011

## KEY SKILLS

- PROFESSIONAL DEVELOPMENT
- STRATEGIC PLANNING
- INTERAGENCY COLLABORATION
- BUDGET MANAGEMENT
- DIVERSITY, EQUITY, & INCLUSION PRACTICES
- COMMUNITY ENGAGEMENT
- CREATIVE PROBLEM SOLVER
- DATA DRIVEN LEADERSHIP
- GLOBAL PROJECT MANAGEMENT
- POLICY & PROCESS IMPROVEMENT

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overhead, prepared budgets, and directed spending and resources to support fiscal efficiency.

**PROGRAM DIRECTOR / TEACHING ARTIST** **2011-2018**

***Global Empowerment Theatre***

Provided ongoing direction and leadership for program operations. Improved program success and efficacy by making proactive adjustments to curriculum, operations, and teaching strategy. Developed a 30 hour arts integration training program for local teachers. Maintained relationships with students and tracked progress.

**HEAD PRINCIPAL** **2015 - 2018**

***American School Fes, Fes, Morocco***

Cultivated positive relationships between community members, students, and teachers to maximize impact of training and expectation shifts. Oversaw administrative functions such as schedule management and protocols for orientation, registration, and related activities. Researched and incorporated new educational trends and instructional strategies to optimize education effectiveness. Directed marketing team to develop effective strategy and materials for promoting the school, programs, and new business ventures.

**INSTRUCTOR & TEACHER TRAINER** **2015-2017**

***American School Language Institute, Fez, Morocco***

Designed and implemented professional development opportunities and made educational decisions regarding teachers and students in collaboration with the Director and fellow Teacher Trainers. Conducted formal observations of teachers and provided feedback to improve teaching practice. Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.

**SCHOOL DIRECTOR** **2012-2015**

***Kiwengwa Nursery & Primary School, Zanzibar, Tanzania***

Grew a one-classroom playgroup into a fully functioning nursery and primary school. Quadrupled enrollment and developed school mission, vision, and values. Oversaw entire operations for a 40-student community school including budget, marketing, teaching, and curriculum development. Developed lasting relationships with students, parents, and guardians.

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**EARLY CAREER**

- School Age Daycare Teacher - Bright Horizons, New York, New York
- Early Childhood Substitute Daycare Teacher - Bright Horizons Backup Centers, New York, New York
- Literacy & Family Support Facilitator - NYC, New York
- Literacy Instructor - Sunnyside Community Services Beacon, Elmhurst, New York
- Actor & Teaching Artist - Shakespeare On The Go! NYU, New York, New York
- Teaching Artist - Hartford Stages, Hartford, Connecticut