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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 3, 2020

Christine Noah
Arlington, MA 02474

christinenoah@gmail.com

Re: Appointment: Commission for Arts and Culture

Dear Ms. Noah:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, September 14th at 7:15 p.m.

It is a requirement of the Select Board that you join this virtual meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, September 10th by 7:00 p.m.

Please contact this office by e-mail, amaher@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

Marie A. Krepelka
Board Administrator

August 4, 2020

To the Arlington Commission for Arts & Culture:

My name is Christine Noah and I am writing to express my interest in a role with the Arlington Commission for Arts & Culture. I moved to Arlington this past spring after living in Cambridge for four years. I came to the Greater Boston area in 2016 after previously calling Louisville, KY and Charlotte, NC home. I have very much enjoyed my transition to New England because it is such a vibrant and dynamic place to live, and its cultivation of arts and culture is a large part of that vibrancy. As a new resident of Arlington, I would like to take an active role in supporting the arts and promoting an empathetic and resplendent community.

I work in the arts and have been a theatermaker for over a decade. I received formal training in performance and have split my professional career between arts administration and freelance producing, acting, and directing. My admin work has primarily been in development, with past experience in grant writing, institutional giving, crowdfunding, corporate philanthropy, in-kind partnerships, annual fund, major gifts, and special events. I currently work for the American Repertory Theater (A.R.T.) at Harvard University, where I manage our Board of Trustees and Board of Advisors. In my freelance work, I am a Co-Artistic Director with fringe theatre company Fort Point Theatre Channel (FPTC), a multi-disciplinary artist collective based in Boston. With FPTC, I have participated artistically as a producer, actor, and director, as well as administratively, managing social media, assisting with fundraising, leading an executive search, and serving on the Board of Directors.

My work with both A.R.T. and FPTC has allowed me to experience a variety of roles within the arts industry, providing insight and perspective into what makes a successful project and how to engage the community around it. I think the skills and tools I have honed throughout my career would be an asset to the work of ACAC, and I would be thrilled to have the opportunity to use my experience to make this town, my new home, an even more robust and enticing place to live.

If you have any questions or if additional information would be helpful, please do not hesitate to reach out to me. Thank you so much in advance for your consideration.

Sincerely,
Christine

Christine Noah
Arlington, MA

CHRISTINE NOAH

Summary

Highly-motivated and capable young professional with an education in English and Theater and over four years of experience in development for nonprofit theater. Quick to learn new procedures and tasks and excellent at problem solving. Skilled at juggling multiple projects, working under pressure, and meeting deadlines. Very self-driven and able to work independently, but can also engage collaboratively as part of a team. Extremely organized and excels at keeping records, making plans, and executing new projects.

Highlights

- Cultivation and stewardship of individual donors
- Developing solicitation strategies
- Budgeting
- Corporate and community relations
- Microsoft Office suite
- Prospect identification, research, and engagement
- Writing and editing
- Tessitura experience
- Project management
- Synthesis of research/analysis

Experience

Associate Director of Board Relations American Repertory Theater

October 2018 – present
Cambridge, MA

- Liaison between Board of Trustees/Board of Advisors and A.R.T. leadership and staff for communication.
- Coordinate regular communication with the trustees, including messages from Harvard University leadership, invitations to events, media clips, and other materials.
- Develop and schedule orientation and onboarding sessions for new members of the boards.
- Prepare and update orientation materials for new members.
- In collaboration with the A.R.T. leadership team, develop off-boarding and engagement plans for trustees whose terms are expiring.
- Monitor activities of individual BoT and BoA members and collaborate with the Board Chair and A.R.T staff to recognize members' contributions to the Board and A.R.T.
- Coordinate Board correspondence involving the capital campaign.

Assistant Director, Events & Partnerships American Repertory Theater

October 2017 – September 2018
Cambridge, MA

- Actively supported the Director of Development and other senior leadership in cultivating, soliciting, and stewarding major donors, defined as donors of \$10,000 or more.
- Oversaw the theater's A.R.T. N.Y.C. giving program, actively cultivating, soliciting, and stewarding donors and prospects in the New York City metro area and beyond (where appropriate).
- Helped to oversee the planning and execution of domestic and foreign travel opportunities for the cultivation and stewardship of donors and prospects.
- Assisted with corporate giving as needed and where appropriate, working with the Director, Grants Manager, and senior leadership to identify, research, cultivate, solicit, and steward corporate donors and prospects.
- Executed benefit fulfillment activities for major, A.R.T. N.Y.C., and corporate donors and prospects, and oversee special events for donors of all levels, including establishing invitation lists;

coordinating logistics with hosts and artistic guests; preparing research briefings; attending; and organizing appropriate follow up for guests.

- Planned and executed the A.R.T.'s annual Gala, specifically in creating strategy, managing logistics, coordinating across departments, drafting and organizing correspondence and solicitations, and engaging major donors, A.R.T. N.Y.C. donors, and corporate supporters.

Development Officer

June 2016 – October 2017

American Repertory Theater

Cambridge, MA

- Identified, cultivated, solicited, and stewarded prospects and major donors (defined as \$10,000 or more) and those outside of Massachusetts.
- Developed and helped to implement strategies to maximize individual giving.
- Grew and advanced the theater's pipeline of support by conducting research and outreach, crafting communication materials, developing customized solicitation strategies, and executing benefit fulfillment.

Grant Manager

July 2014 – June 2016

Children's Theatre of Charlotte

Charlotte, NC

- Strategized and wrote grant proposals for foundation, corporate, government, and other funding opportunities.
- Managed grant reporting and budget tracking for both project and institutional funding.
- Worked with the Board of Directors and other staff to establish and maintain donor relationships.
- Conducted research on potential institutional and corporate partners and industry news and trends.

Education Intern

June 2012 - August 2012

Actors Theatre of Louisville

Louisville, KY

- Brainstormed ideas for student study guides for each of the season's productions.
- Conducted research and interviews to write articles for study guides and educational materials.

Writing Center Tutor

August 2011 – May 2014

Davidson College Writing Center

Davidson, NC

- Worked with students to brainstorm, outline, edit, and revise writing for class assignments and other personal and professional needs.
- Specialized in critical reviews and essays; scientific reports; resumes and cover letters; and personal writing.

Education

Master of Liberal Arts in Extension Studies: Management

2020

Harvard University

Cambridge, MA

Bachelor of Arts: English and Theater, Magna Cum Laude with Honors in English

2014

Davidson College

Davidson, NC

Volunteerism

Mentee

January 2020 - present

LORT EDI Mentorship Program

Virtual

Board Member

January 2018 – May 2020

Fort Point Theatre Channel

Boston, MA

Mentor

September 2016 – present

Enroot Education

Cambridge, MA

Co-Artistic Director

June 2016 – present

Fort Point Theatre Channel

Boston, MA