

# Chloe Thomas

ARTS ADMINISTRATOR

## Education

2018

Master of Science  
in Arts Leadership

2016

Bachelor of Music  
in Performance

## Awards & Associations

2017

Graduate Award and  
Tuition Scholarship,  
USC School of Music

2016

Recipient, Honors Award,  
USC School of Music

2012

Music Center Spotlight Awards  
Classical Instrumental

## Contact

chloe.thomas@gmail.com  
415.265.2750

   @chloethomas

## Experience

SPRING 2018

**Office of Development, USC School of Music**

**RESPONSIBILITIES:** Assisted with alumni relations, outreach and involvement, grant researching, marketing and communications, website development, created and implemented alumni performance database and assisted project manager on special events.

SUMMER 2017

**Intern, Los Angeles Philharmonic Association, YOLA**

**RESPONSIBILITIES:** Served as deputy to the Assistant Program Director, generated schedule for schools, faculty and young artists, stage management, administered and coordinated chamber concerts, updated music library and student repertoire database.

2016-2017

**Marketing Assistant, Calder Quartet**

**RESPONSIBILITIES:** Created and maintained identity and brand for ensemble, created and maintained website, created posters/flyers for upcoming events.

2015-2016

**Teaching Assistant, USC School of Music**

**RESPONSIBILITIES:** Taught studio class once a week to Sophomore percussion majors, taught and coordinated regular studio class, served as Assistant Conductor for the USC Band

## Skills

Microsoft Office  
Budgeting  
Event Planning

HTML, CSS  
Adobe Creative Suite  
Slack, Basecamp