

# Elena Morris

Writer • Theatre Artist • Arts Administrator

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## PROFESSIONAL STATEMENT

I am a writer, dramaturg, performer, and creative producer interested in creating and uplifting stories that pose dynamic solutions to our society's biggest issues. Experienced in digital marketing, copywriting, fundraising, and event production, my work is rooted in critical thinking, empathy, and social impact.

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## EDUCATION

### Boston University

College of Fine Arts— Class of 2018  
BFA Theatre Arts, cum laude

### Academia dell'Arte

Arezzo, Italy— 2017  
Devising and Physical Theatre Program

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## PROFESSIONAL EXPERIENCE

### THEATRE ARTIST

<i>Little Peasants</i>	Dramaturg and Producer	Food Tank
<i>Better Future: Voting WRITES</i>	Director	Company One Theatre
<i>Remaking America</i>	Dramaturg	Company One Theatre
<i>The Great Demand</i>	Dramaturg	Company One Theatre
<i>Black Superhero Magic Mama</i>	Dramaturg ( <i>postponed due to COVID-19</i> )	Company One Theatre
<i>Wolf Play</i>	Assistant Dramaturg (to Ilana M. Brownstein)	Company One Theatre
<i>Cardboard Piano</i>	Dramaturg/Assistant Director	New Repertory Theatre

### PERFORMER

<i>It's Not Just a Phase</i> by Eliza Malecki	Dancer	Eventual Dance Cabaret
<i>The Grace of Mary Traverse</i>	Mr. Manners	Collective Hysteria
<i>The Journey</i>	Celeste (Noon)	InMotion Theatre/Boston University
<i>Seminar</i>	Kate	Boston University
<i>Cabaret</i>	Herman	Boston University

### THE HUNTINGTON THEATRE COMPANY— Boston, MA

#### *Development Research & Communications Coordinator*

January 2022-present

Project Manager for all research and communications in the Development department at The Huntington Theatre Company, Boston's leading professional theatre. Writes copy for and liaises with the Marketing department on all communications to donors, including direct mail, email, and social media initiatives. Conducts donor research, providing Gift Officers and fundraisers with detailed dossiers on philanthropists and donor prospects to prepare for cultivation and solicitation activities.

- Staffs the Nominating/Governance Committee: researches board candidates, drafts dossiers, maintains nominating pipeline, and takes meeting minutes
- Works closely with Institutional Giving Manager to generate boilerplate materials, letters of intent, and standard reports
- Creates and updates development content for the Huntington website, including for a new site launch which took place in early 2022
- Provides graphic design and printing support for projects including the Huntington's annual gala, which raises over \$1 million each year for the company's productions, community initiatives, and education programs

**COMPANY ONE THEATRE** — Boston, MA

***Grant Writing Associate***

August 2021-January 2022

Drafts and submits programmatic and company-wide applications and Letters of Request for public and private funding opportunities that will expand C1's education and artistic programs. Supports C1's development department by optimizing the use of operational materials and by providing program feedback centered on the potential for new methods of fundraising and increased program sustainability.

***Staff Dramaturg/Dramaturgy Fellow***

Sept 2019-August 2021

Spanning [Seasons 21 and 22](#), I worked as part of the dramaturgy department to design and run live and digital programming (during COVID-19) for C1, whose mission is to create community at the intersection of art and social change. Supported Ilana M. Brownstein, Director of New Work, and Kirsten Greenidge, Resident Playwright with curating opportunities for new play development:

- Provided dramaturgical and programmatic support for [Volt Lab](#), a supportive lab-style cohort for early-career playwrights
- Facilitated online artist convenings including monthly [Open-Writes](#), and [Field Work](#)
- Member of the Programming Committee, a group that reads and provides feedback on scripts for season planning.
- Served as dramaturg in production for main stage plays and virtual theatre events

**ARTSBOSTON, INC.** — Boston, MA

***Community Outreach and Marketing Manager***

September 2020-August 2021

Core staff member at nonprofit focused on targeted marketing, audience research, and organizational tools for Greater Boston's arts and culture industry. Curated a lively digital marketing plan focused on promoting accessible and high-quality arts events for over 90,000 subscribers and social media followers.

- Oversaw user experience and event approval on the [ArtsBoston Calendar](#)
- Authored [55+ blog posts](#) and created guest blog opportunities for writers in the Network for Arts Administrators of Color ([NAAC Boston](#))
- Represented ArtsBoston in the [#CreateTheVote](#) arts advocacy campaign aimed at building a stronger and more equitable arts industry through public policy
- Maintained operations for the [BosTix](#) discounted ticketing program during performance hiatus
- Assisted Executive Director with fundraising campaigns and operations

***Patron Services Manager***

Sept 2019-Sept 2020

After starting at ArtsBoston as a Booth Supervisor, this role quickly shifted to co-managing [BosTix](#), a discounted ticketing program that sold day-of-show and advance tickets to performances, museums, and tours at the BosTix Booths at two historic Boston locations, Faneuil Hall Marketplace and Copley Square.

- Led a 10-person team of Booth Supervisors and managed operations at ticket booths

- Coordinated ticketing process via Ticketforce, Ticketmaster, ETix, and was liaison to box office staff at partnering performing arts organizations

**NEW REPERTORY THEATRE** — Watertown, MA

*Artistic Associate*

July 2018-Aug 2019

During a year of leadership transition, I worked with the outgoing and incoming Artistic Directors and the Managing Director to complete season planning, license plays and musicals, cast productions, facilitate company management, and provide grant writing support for artistic programs.

- Led audience engagement programs including post-show discussions and symposia with local experts and scholars.
- Served as New Rep's representative as a Core Member of the [National New Play Network](#) at online meetings and in-person conventions.

**HYPONYMOUS CONSULTING** — Remote

*Marketing Coordinator, Contract*

August 2021-December 2021

Provide outsourced content creation, social media management, and decision-making support to achieve authors' marketing goals. Responsible for reading manuscripts and drafting posts for a long-term calendar.

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**FEATURED WRITING**

[ArtsBoston Blog](#): 59 blog posts (2020-2021). Featured posts:

- [“The Boston Art Scene’s Year in Review.”](#) 22 Dec. 2020.
- [“How Do We Collectively Define Art? Exploring Alternatives to ‘Canon’.”](#) 8 Sept. 2020.

*American Theatre Magazine*: [“Is 'Angels in America' Tough to Teach? Maybe, But We're Here to Learn.”](#) Various Authors. 6 Mar. 2018.

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**AREAS OF PROFICIENCY**

- Project Planning
- Script Feedback/Coverage
- Live event production
- Grant Writing
- Public Speaking
- Donor Research
- Adobe Creative Suite
- Canva
- Notion
- Microsoft Office
- Final Draft
- WordPress
- Mailchimp/WordFly
- Tessitura