

Kayla Salter Giltner

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(262) 623-2443

PROFESSIONAL EXPERIENCE

First Stage, Milwaukee, WI

Academy Administrative Assistant

5/2020—12/2020

- Registered students and maintained records in the Tessitura Network database
- Resolved constituent requests via phone and in person
- Checked student temperatures and managed COVID protocols and attendance for 350+ students

Academy Administrative Assistant

9/2018—8/2019

- Ran morning day care for students ages 4-10 and managed daily attendance for 350+ students
- Collaborated with team to plan the annual fundraising event with 200 attendees
- Developed a process using One Cause fundraising software to organize 300+ silent auction items
- Registered students and maintained records in the Tessitura Network database
- Resolved constituent requests via phone and in person

Adelphi University Performing Arts Center, Garden City, NY

Operations Assistant

1/2020—5/2023

- Managed schedules of 15 rooms for numerous individuals and university groups on EMS
- Oversaw activity in the Performing Arts Center and enforced campus security protocols
- Managed COVID safety protocols for audience members

Rattlestick Theater, New York, NY

Script Reader

1/2023—Present

- Read and evaluated 15 ten-page excerpts and 10 full length plays for the Terrence McNally Incubator and the Van Lier New Voices Fellowship
- Assisted Rattlestick Theater staff in narrowing down 500 playwright submissions in order to choose 3

Skills

- Tessitura
- Salesforce & Non-Profit Success Pack
- Abila Fundraising 50
- EMS
- Excel, Word, and PowerPoint
- WordPress
- Instagram and Facebook

EDUCATION

Adelphi University, Garden City, NY — *BFA Acting, Dance Minor*

Graduated 2023

Achievements: 3.8 GPA; Dean's List; Honors College

Germantown High School, Germantown, WI

Graduated 2019

Achievements: 3.87 GPA