

COLIN RSHAK

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ColinJRoshak.com

Arts-centered administrator, non-profit leader, project manager, and data-driven creative.
Experienced cross-functional team leader with successful track record of driving creative vision through programming, digital media, institutional partnerships, systems design, and event production.

EDUCATION

Cornell University

Executive MBA, 2028

Carlos Miguel Prieto Fellowship

Certificate, 2024

Bard College

Master of Music, 2023

Alaska Humanities Forum

Leadership Anchorage, 2021

Oberlin College

Bachelor of Music, 2018

CORE COMPETENCIES

- Project Management
- Systems Design & Implementation
- Strategic Planning
- Event Production
- Stage management
- Contracting
- Writing and Copy Editing
- Lighting, Audio, Video Production
- Concert/Digital Programming
- Database Management

SOFTWARE FLUENCY

- Airtable
- Microsoft 365
- Google Workspace
- Asana
- ArtsVision
- Claude AI

PROFESSIONAL EXPERIENCE

Artist Planning & Special Projects Manager

Feb 2025—Present

Chamber Music Society of Lincoln Center

Highlight: Pitch and produce [Gil Kalish at 90](#) documentary

- Production lead for new music series, lectures, Development, Media, and Marketing teams
- Lead programming for 52-week radio series, PBS AllArts, Apple Music
- Build and manage department programming databases
- Liaise with artist managers and CMS roster for logistics, finance, and media
- Oversee all CMS rentals, including frequent work with insitutional and community partners across all artistic disciplines
- Lead institutional adoption of Airtable and other technologies

Administrative Associate

Sept 2023—Jan 2025

Chamber Music Society of Lincoln Center

Highlight: Develop and implement company-wide onboarding process

- Key administrative support role encompassing finance, office management, communications, and venue relations
- Support executive and board of directors functions
- Manage cross-functional projects across all CMS departments
- Serve as point of contact for Lincoln Center executives and external vendors

Stage Manager

Sept 2023—Present

Bridgehampton Chamber Music Festival

Highlight: Establish SOPs and hire staff for new Fall & Spring series

- Serve as production and stage manager for Fall and Spring series
- Hire and train production staff
- Artist liaison and FOH support

General Manager

Dec 2023—Dec 2025

Concerts on the Slope

Highlight: Establish baord committees, author first donor CRM

- Part-time executive with Brooklyn-based concert series (~\$25,000 budget)
- Term-limited "bridge" role to support acute organizational growth
- Lead development officer, in first year: 3x individual contributions, \$12,500 in grant funding, 2.5x ticket sales, implement donor database/CRM
- Manage all concert production and marketing
- Lead board functions: establish committees, steward new board members
- Lead successful overhaul of yearly gala fundraiser