

ETHAN DALLAS GRAHAM

CREATIVE, COMMUNICATOR & TEAM LEADER

614-254-4260

ethan@ethandgraham.com

P.O. Box 358

Minocqua, WI 54548

SUMMARY

As an artist with an entrepreneurial spirit and a hyper-fixation on system and organization, I thrive on making order out of disorder. Bolstered by a strong work ethic at the core of my being, an obsession with organizational details, and a downright refusal to leave any task half-done, I want to give you someone you can rely on to keep everything running smoothly in fast-paced environments.

- Energetic and detail-oriented team leader and creative with over 3 years of experience in team and project management across various positions within the retail, creative, and performing arts sectors
- Natural communicator with keen organizational, interpersonal, and communication skills to streamline processes and foster a positive work experience among team members
- Skilled in project leadership and coordination, with a strong background in managing diverse teams for successful event execution
- Able to adopt skills and concepts quickly in order to speak the languages of multiple task forces and industries and accommodate new kinds of work
- Proven track record in onboarding and training staff, ensuring operational efficiency, and creating a positive and peaceful experience for everyone involved
- Developed capacity for higher reasoning and problem-solving in order to navigate rapid decision making in fast-paced and high-stress environments

PROFESSIONAL EXPERIENCE

STUDENT MANAGER, HILLSDALE COLLEGE MUSIC DEPT.; HILLSDALE, MI – 2023-2025

- Department-wide point of contact for delivery of requisite equipment to all major ensemble rehearsal and concert events
- Responsible for recruiting, training, and managing a team of student workers and leveraging their variable schedules in order to meet departmental demands
- On-call for any ad-hoc departmental needs related to rehearsals and performances
- By performing the above functions, responsible for absorbing and organizing all logistical chaos in order to ensure that ensemble directors are free to focus on nothing but teaching music

COMPOSER AND CREATIVE DIRECTOR, INDEPENDENT PRODUCTION; HILLSDALE, MI – 2025

- Recruiting actors and musicians
- Designing and propagating both physical and social media marketing materials
- Leading all rehearsals between two groups of talent in preparation for a live premiere and cast recording
- Leveraging variable schedules between involved talent and the music department
- Leading multiple teams (actors and stage director; chamber musicians; camera crew) through rehearsal, performance, and cast recording phases
- Coordinating and directing audio and video recording sessions in conjunction with a local film production team in order to produce a portfolio-ready cast recording

LEAD SUPERVISOR, KILWINS CHOCOLATES; MINOCQUA, WI – 2021-PRESENT

- Ensuring efficient operation in the manager's absence in order to maximize sales while creating a positive customer experience
- Onboarding, recruiting, and training new team members
- Engaging with customers directly in service and retail
- Making and managing inventory of cooked product including specialty fudge, caramel, and confections
- Managing shifts and leveraging team members to maintain efficient workflow
- Fostering a positive work environment and cheerful atmosphere

ENGRAVER AND GRAPHIC DESIGNER, FREELANCE; HILSDALE, MI – 2024-2025

- Using notation and graphics software to create new transcriptions of orchestral scores proportionately distorted to reflect changes in tempo
- Creating reference graphics in order to demonstrate principles of Prof. Holleman's alternative rhythm theory
- Packaging materials in a professional slide presentation to be deployed during a keynote speech in conference

EDUCATION**HILSDALE COLLEGE, HILSDALE, MI; B.A. IN MUSIC, GENERAL BUSINESS MINOR – MAY 2025**

Cumulative GPA 3.687; Magna Cum Lauda, Departmental Honors in Music.

SKILLS

- Copy editing
- Creative interpersonal communication
- Publication and document creation software (Microsoft Word, Publisher, etc.)
- Advanced spreadsheet creation and analysis experience (Microsoft Excel and similar)
- Creative writing
- Data analysis and actionable decision making
- Graphic design
- Project management and leadership
- Public speaking and presentation
- Relentless enthusiasm
- Social media marketing and promotion experience
- Staff monitoring and training experience
- Team management and development experience
- Time management and organization skills

CONTACT & LINKS**PHYSICAL**

614-254-4260
P.O. Box 358
Minocqua, WI 54548

ONLINE

ethan@ethandgraham.com
www.ethandgraham.com
www.linkedin.com/in/ethan-graham-87a66729b