

KAYLA ALLEN

kayla@kaylaallen.co • kaylaallen.co • linkedin.com/in/kaylamallen

THEATRE

Associate Artist

NU Stage Musical Theater Company
September 2012 – April 2017

Directed two plays for 12-hour theatre festivals. Music directed and assisted with administrative duties for *Bloody Bloody Andrew Jackson*. Coordinated publicity and planned group bonding events for the 2014-2015 season. Created an online archive of the company's prior productions.

Artistic Programming Apprentice

The New Victory Theater
May – August 2016

Created a searchable database of information about every New Victory show since 1996. House managed and archived audience feedback from LabWorks Open Rehearsals. Designed a WordPress website with resources for New Victory LabWorks Artists. Worked with a team of apprentices to brainstorm concepts for the annual family fundraising gala.

WRITING

Theatre Columnist

College Fashion
July 2015 – December 2016

Wrote forty articles analyzing plays through fashion, putting together affordable, wearable outfits representing characters and themes from everything from *Hamlet* to *Hamilton*.

Research Assistant

Northeastern University Department of English
March 2016 – August 2016

Worked with professors in English, Communications, and Theatre to design an interdisciplinary minor in Social Justice & the Arts. Scheduled and organized meetings between professors, deans, and university administrators.

Social Media Intern

Sanborn (formerly Sanborn Media Factory)
May – August 2015

Brainstormed content, researched trends, and wrote copy for the social media pages of several famous beauty brands and entertainers. Wrote the agency's first intern handbook, detailing procedures for daily intern tasks.

EDITING

Editor-in-Chief

Sword & Kettle Press
March 2015 – present

Select pieces for publication in literary magazines and work with authors to fine-tune work. Maintain website, and use social media to advertise and connect with readers and writers around the world. Design and distribute print and digital editions of publications.

Editing Consultant

Northeastern University Writing Center
September 2015 – April 2017

Consulted with students to help them understand assignments, develop ideas, structure pieces, use correct citations, and address grammatical issues.

EDUCATION

Master of Arts, English

Northeastern University
May 2017

Specialized in fantasy, children's and young adult literature, and pop culture. For thesis, designed a course on literacy, fantasy, and performance. Served as a representative for the English Graduate Student Association and assisted in planning the association's annual conference.

Bachelor of Arts, English

Northeastern University
May 2016

Graduated summa cum laude. Minored in history and musical theatre. Studied history in Warsaw, Poland and film and literature in Dublin, Ireland. Participated in the Honors Program, wrote concert reviews for *Artistry Magazine*, and acted with Silver Masque Theatre Company and the Department of Theatre.

SKILLS

Coding: HTML, CSS, TEI

Programs: Microsoft Office, Adobe Creative Suite, Google Apps, Squarespace, Weebly, WordPress, Tempest, Asana

Social Media: Facebook & Facebook Ads, Twitter, Instagram, Tumblr, Pinterest, Hootsuite, Buffer