

CHRISTOPHER M. MONTPETIT

CONTACT INFO LinkedIn - [christopher-m-montpetit](#)

EDUCATION *Master of Fine Arts, Theater Management, May 1990*
Columbia University, New York, NY (60 credits), graduated with Honors

Bachelor of Arts, English/Theater, May 1987
Niagara University, Niagara University, NY (129 credits), Cum Laude

ACADEMIC /
PROFESSIONAL
EXPERIENCE *Associate Lecturer, Theatre Management/Production Management*
The University of Toledo, Toledo, OH, Aug 2014-present

- Oversee business operations for department, including theatre/production management, box office, and front-of-house processes
- Create and supervise ticketing campaigns for department's theatrical season, individual productions and departmental recruitment efforts
- Supervise Management/Box Office staff for Department of Theatre and Film
- Train, mentor and advise undergraduate management students in the BA Theatre Program
- Prepare and write course curriculum for introduction to theatre and management courses including syllabi, semester schedules, lecture notes, assignments, exams, learning outcomes and assessments, grading and additional materials, utilizing Blackboard/new technologies in the classroom
- Undergraduate Courses developed include *Advanced Stage Management, Theatre & Stage Management*
- Undergraduate Courses taught include *Introduction to Theatre, Introduction to Film, Advanced Stage Management, Theatre Practicum I, Theatre & Stage Management, Production: Stage/House Mgmt*
- Graduate Courses taught include *Studies in the Visual and Performing Arts*

Online Adjunct; Course Content Developer
University of Kentucky, Lexington, KY, Dec 2012-present

- Develop and deliver online educational material including syllabi, course outline/topics, assignments, exams, learning outcomes, assessments, and additional materials, using Canvas and distance education technology
- Graduate Online Courses developed include *Marketing Research and Planning for Arts Organizations, Marketing Strategies and Applications*
- Graduate Online Courses taught include *Marketing Research and Planning for Arts Organizations, Marketing Strategies and Applications*

Online Adjunct Faculty Member
Genesee Community College, Batavia, NY, Aug 2009-Dec 2018

- Prepare and write online course curriculum including syllabi, semester schedule, lecture notes, assignments, exams, learning outcomes/assessments, and additional materials, using Blackboard and distance education technology
- Undergraduate Online Courses taught include *Theatre History 1-From the Greeks through the 18th Century*, *Theatre History 2-Romantics to Contemporary Scene*

Assistant Professor; Director, Theatre Management Program

The University of Alabama, Tuscaloosa, AL, Aug 2009-Aug 2013

- Oversee business operations for department, including box office, fundraising, marketing, social media, and house management
- Create and implement marketing, advertising and public relations campaigns for department's theatrical season, individual productions and recruitment efforts
- Supervise Management staff for Department of Theatre and Dance
- Train, mentor and advise graduate students in the MFA and MBA/MFA Theatre Management Programs
- Prepare and write course curriculum for theatre management courses (both undergraduate and graduate level) including syllabi, semester schedules, lecture notes, assignments, exams, learning outcomes and assessments, grading and additional materials, utilizing Blackboard/new technologies in the classroom
- Graduate Courses taught include *Theatre Management*, *Fundraising/Financial Management for the Arts*, *Marketing the Arts*, *Arts Advocacy and Public Policy*, *Business and Legal Issues in the Arts*, *Theatre Management: Problems in the Arts*
- Undergraduate Courses taught include *Theatre Management*, *Business Behind the Arts*
- Undergraduate Online Course developed includes *Introduction to Theatre*
- Undergraduate Online Course taught includes *Introduction to Theatre*

Program Coordinator

University of Massachusetts Amherst, Amherst, MA, Jun 2013-Jul 2013

- Update and transfer classroom educational material (from online course to traditional course) including syllabi, course outline/weekly topics, assignments, discussions, learning outcomes, assessments, and additional materials
- Undergraduate Course transferred includes *Financial Management for the Arts*

Business Manager, SummerTide Theatre

The University of Alabama, Gulf Shores, AL, Aug 2009-May 2013

- Manage box office ticket and group sales for annual SummerTide Theatre production
- Enhance growth and development through retention activities for audience patrons
- Create and implement marketing, advertising and public relations campaign
- Control production budget, revenue sources and expenses

Audience Services Manager; Adjunct/Online Adjunct Faculty Member
Genesee Community College, Batavia, NY, Aug 2005-Jul 2009

- Supervise and manage box office sales for Genesee Center for the Arts
- Create and implement PR and marketing campaigns for Center's theatrical season and individual productions
- Handle box office operations, including budgets, reports, and maintenance
- Prepare and write course curriculum including syllabi, semester schedules, lecture notes, assignments, exams, learning outcomes/assessments, and additional materials, using Blackboard and distance education technology
- Undergraduate Online Courses developed include *Theatre History-From the Greeks through the 18th Century*, *Theatre History-Romantics to Contemporary Scene*
- Undergraduate Courses taught include *Popular Cinema*, *Female Role in Film*, *American Cinema*, *Theatre History-From the Greeks through the 18th Century*, *Theatre History-Romantics to Contemporary Scene*
- Undergraduate Online Courses taught include *Theatre History-From the Greeks through the 18th Century*, *Theatre History-Romantics to Contemporary Scene*

Accounting Assistant; Freelance/Temporary Employee

HSBC Bank USA, Buffalo, NY, Feb 2006-Sep 2006

Personnel Resource Inc., Williamsville, NY, Aug 2004-Feb 2006

OfficeTeam Staffing, Buffalo, NY, Jan 2001-Dec 2003

- Perform monthly pension check distribution and conversion to new processor
- Perform clerical/accounting duties and data entry, assignments include NOVA Healthcare, Sterling Manufacturing, The United Way, Smokin Joes

Manager, Public Relations Operations

Showtime Networks Inc., New York, NY, Sep 1992-Jul 2000

- Oversee editing, proofreading, packaging and distribution of company's PR materials to internal and external clients
- Build and track Corporate Communications' \$1.1M annual operating budget
- Create, update and publish department intranet and extranet press sites
- Manage all operations of PR screenings, off-site events and conferences
- Develop and create promotional materials, incentives and goods for corporate and publicity campaigns
- Facilitate daily operations of Corporate Communications department, including maintenance of internal computer based functions and outside operational systems

PRESENTATIONS *USITT Teaching Archive Roundtable*; USITT panel presentation (2018)
2018 SVPA Arts Symposium; UT School of Visual and Performing Arts
symposium/workshop (2018)

Arts Entrepreneurship in the New 21st Century; USITT professional development workshop (2017)
2017 SVPA Arts Symposium; UT School of Visual and Performing Arts symposium/workshop (2017)
How to Find and Write Arts Grants; USITT professional development workshop (2015)
Arts Management 101; USITT panel presentation (2015)
What's New in Arts Research; USITT panel presentation (2015)
Social Media & 21st Century Marketing; WNY Advising/Social Media & Technology Conference (2014)
Arts Management for a New World; USITT professional development workshop (2013)
Producing vs. Presenting Houses; USITT panel presentation (2013)
What is Theatre?; UA Honors College presentation (bi-annual, 2009-2013)
Profit vs. Nonprofit: More Than Dollar Signs; USITT panel presentation (2012)
How To Perform Your Solo Show at a Theatre Festival; SETC panel presentation (2011)
Graduate School: What to Expect; SETC panel presentation (2011)

PROFESSIONAL AFFILIATIONS United States Institute for Theatre Technology Inc. (Vice-Commissioner for Arts Management, 2010-2016)
Association of Arts Administration Educators

PUBLICATIONS [*What is Theatre? An Introduction to Theatre*](#) (eBook), Kendall Hunt Publishing Company, January 2016, ISBN 978-1-5249-0297-1

MERITS/AWARDS University of Toledo *Songfest 2016* Judge (2016)
UA Undergraduate Research & Creative Activity Conference Judge (oral presentations, 2011-2012)
["The Southern Scene Backstage: Chris Montpetit"](#) Interview (2011)
["How I Spent My Summer Vacation"](#) Contributor (*Stage Directions* article, 2011)
Effective Business Writing Contributor (writing sample chosen for publication, 1996)
Showtime Networks Inc. 1995 Unsung Hero Award Recipient (1995)

SKILLS Word, Excel, PowerPoint, Photoshop, Box Office Sales, Blackboard, Canvas, Proofreading, Accounting/Data Entry, Technical Theater