

MAEVE REILLY

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SUMMARY

Recent graduate from The Boston Conservatory at Berklee with hands-on experience in talent recruitment and office administration. Skilled in supporting casting teams, managing schedules, coordinating talent bookings, and handling general inquiries for high-volume talent projects. Strong organizational skills and proficient in entertainment industry software. Passionate about leveraging my expertise to support talent producers and contribute to leading entertainment organizations.

EMPLOYMENT

Talent Casting and Recruitment Intern, RWS Global, New York, NY – Sept 2024 - Dec 2024

- Assists with administrative tasks, talent recruitment, contracting, booking, staffing, and assists in-room audition sessions, supporting the successful placement of talent for 100+ projects.

Assistant Company Manager, Eugene O'Neill Theater Center; Waterford, CT – May 2024 - Jul 2024

- Coordinated schedules and travel, manage shuttle and pick-ups, assist with housing and events, and provide administrative support for a theater with up to 80+ artists housed on campus.

Audition Monitor, Boston Conservatory at Berklee; Boston, MA – Aug 2019 - May 2023

- Interacted with hundreds of prospective students and guardians, played audition music, introduced auditionees, organized headshots and résumés, and ensured smooth audition sessions for 4 years.

Program Assistant, Boston Conservatory at Berklee; Boston, MA – Jul 2023 - Aug 2023

- Coordinated travel and sign-ups for 60+ students, assisted professors with academic and logistical support, and developed organized tracking systems using Google Sheets and SignupGenius.
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OTHER EXPERIENCE

Member of the Directing Specialization at Boston Conservatory at Berklee

- Assistant Director of The Crucible by Arthur Miller (New Director's Festival of Fall 2022)
- Director of The Convent by Jessica Dickey (New Director's Festival of Spring 2023)

Audition Monitor for SIX Open Call in Boston with Tara Rubin Casting - Jan 28th and 29th 2023

- Ensured a smooth open call for over 400 auditionees
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EDUCATION

Bachelor of Fine Arts in Musical Theater – 2019-2023

Boston Conservatory at Berklee College of Music

- 3.8 GPA, Magna Cum Laude
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SKILLS

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| • Event coordination | • Barista skills | • Airtable |
| • Budget management | • Retail experience | • Calendly |
| • Administrative support | • Google Sheets | • Zoom |
| • Customer service | • Canva | • DocuSign |
| • Hospitality | • Wrike | • Dropbox |
| • Organizational skills | • Excel | |