

# 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.

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## EMPLOYMENT

### Talent Casting and Recruitment Intern, RWS Global, New York, NY – Sept 2024 - Feb 2025

- 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             |            |