

JAY V. HALL

216 Vanderbilt Blvd., St. Peters, MO 63376-2378
(636) 926-8514 JayVHall@Email.com

OBJECTIVE: To strengthen the presence of the Arts in the community while developing business and public relations experience through a variety of customer and fellow-employee contacts. To facilitate the coming together of Arts and the community to enrich life for all; without divisions between gender, class, or race. To help community Arts programs to recognize common goals and work together toward the efficient execution of those goals.

HIGHLIGHTS OF QUALIFICATIONS:

- 16 years of staff and volunteer team management. • Able to prioritize workload and meet deadlines.
- Reputation for ethical relationships with management, staff, and the public.
- Highly creative, yet detail oriented.

PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS:

SUPERVISORY

Hired, trained and scheduled employees.
Budgeted and managed departmental finances.
Oversaw Call Center teams and assisted in new product training.
Pioneered and managed artistic programs in music, dance, puppetry, visual and fine arts.
Established short- and long-term volunteer teams for non-profit organizations.

ADMINISTRATIVE

Produced and presented training materials and seminars.
Assisted in bridging departmental communication challenges.
Originated and delegated print and media materials for two large capital expense campaigns.

WRITING & EDITING

Conceptualized, generated, and improved internal and external printed publications.
Edited, wrote, and proofread numerous newsletters and publications.
Elevated and maintained high standards of publication excellence.

DESKTOP PUBLISHING & GRAPHIC DESIGN

Experienced in Microsoft Access, Excel, PowerPoint, Word; CorelDraw;
Adobe PageMaker and Photoshop.
Created effective and economical graphics and a variety of print and media materials.
Spearheaded website redesign; new touch-screen computer kiosks.

PERFORMING & FINE ARTS

Hosted and managed art exhibitions.
Created and replicated full-color murals.
Wrote short, topical sketches for stage and video.
Designed, constructed, and finished theatrical sets.
Directed and produced for non-profit theatre. (200-2,000 seats)
Performed in plays and musicals on community and professional stages.
Sang in and directed solo, ensemble, and choral vocal teams.

EDUCATION:

B.S., Psychology/B.A., English ARIZONA STATE UNIVERSITY

PROFESSIONAL AFFILIATIONS & COMMUNITY INVOLVEMENT:

U.S.: • Christians In Theatre Arts (CITA) • Christians In Visual Arts (CIVA)

ST. LOUIS ARTS: • Clayton Community Theatre • Fox Theatre Broadway Series • JCCA Jewish Book Festival
• The Muny • New Line Theatre • O'Fallon (MO) Repertory Theatre • Regional Arts Commission Volunteer
• Repertory Theatre of St. Louis • St. Louis Art Museum-Young Friends • St. Louis Black Repertory Theatre
• St. Louis Science Center • St. Louis Shakespeare Festival • St. Louis Symphony Orchestra • Stages St. Louis
PHOENIX ARTS: • Phoenix Little Theatre • Theatre League • Valley Broadway Series

EMPLOYMENT HISTORY:

Worship Productions Director	CALVARY CHURCH, St. Peters, MO	1999-2002
Director of Communications	GRACE COMMUNITY CHURCH, Tempe, AZ	1997-99
Customer Service Supervisor	CHASE BANKCARD SERVICES, Tempe, AZ	1993-98
Formal Dining & Front Desk Supervisor	HILTON PAVILION HOTEL, Mesa, AZ	1986-93