

KELLEY JANE DAVIES

ARTIST, EDUCATOR,
ADMINISTRATOR



+1 860-712-4376



kdavies2@schools.nyc.gov



Brooklyn, NY



kelleyjanedavies.com

SKILLS

TRANSFERRABLE

- Excellent time management
- Highly organized and efficient
- Dependable and approachable
- Team leader, dedicated team player
- Positive, cheerful and energetic

TECH

- Microsoft Office, Outlook, Teams
- Mac, Safari, Apple software
- Quickbooks
- Adobe
- Google, Chrome, Google Apps
- Zoom

SPECIAL

- Professional singing and stage acting, 10 years
- Linklater, Viewpoints, Meisner training
- Vocal and actor coaching

EDUCATION

BACHELOR OF FINE ARTS

Emerson College, Musical Theatre
Graduated Magna Cum Laude

2013 - 2017

MASTERS OF SCIENCE IN EDUCATION

The City College of NY,
Theatre Education Program

2022 - 2025

EXPERIENCE

ARTS ADMINISTRATION

Arts Office - NYC Public Schools

Arnhold Create Consultant

October 2023 - Current

- Project Management for the Arts Office's Create Program, a teacher training program for over 35 3K and PreK district schools
- Manage Create inbox and oversee all Create communications to over 250 participants and four arts partner organizations
- Lead team meetings and serve as primary administrative for professional development sessions for program participants

Arts Partnerships Consultant

October 2024 - Current

- Co-manage the \$4 million City Council Support for Arts Instruction Grants Initiative with the Arts in Education Roundtable
- Oversee communications to about 250 grant recipient schools, field inquiries, serve as liaison between recipient schools and arts partnership organizations/vendors
- Co-lead team meetings and grantee information sessions

TEACHING ARTISTRY

Shadow Box Theater Company - New York, NY

Resident Teaching Artist

Jan 2022 - Current

- Facilitate in-school workshops or residencies in social-emotional learning through art making activities (visual arts, dance, music, and acting)
- In-school and after-school puppet-storytime and immersive puppetry performances, primarily pre-K - 3rd grade students
- Regular experience with student with disabilities, 30 - min - 1.5 hr sessions

Portsmouth Academy of Performing Arts (PAPA) - Portsmouth, NH

Camp Director & Teaching Artist

June 2020 - July 2021

- Designed curriculum and schedule, oversaw daily and overall schedule
- Administered a team of counselors and CIT's
- Spearheaded full-camp meetings and camp events
- Taught acting 101 and 102