

# GAITLEY STEVENSON-MATHEWS

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## FREELANCE COMMUNICATIONS PROFESSIONAL

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### QUALIFICATIONS PROFILE

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Seasoned, highly committed, and multifaceted professional equipped with broad background in providing excellent leadership and administration within nonprofit and corporate organizations and in government; complemented with expertise in media production, strategic planning, finance management, and community outreach. Armed with well-defined organizational, problem-solving, and decision-making aptitudes. Adept at thriving within a cross-cultural environment; capable of grasping diverse views as well as understanding national and cultural interpretations and differences.

### RELEVANT EXPERIENCE

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FREELANCE, *New York, NY*

**Public Speaking Coach** 1991–Present

- Public speaking training for performing artists and business professionals.

**Public Relations and Administration** 2004–Present

- Coordinate all functions of public relations for non-profit organizations and performance groups.
- Assume full accountability in developing publicity content across all media platforms.
- **Create and manage news stories, photos, online content, and promotional materials for various groups.**

CITY OF GLEN COVE, *Glen Cove, NY*

**City Councilman** 2020–2021

- Spearheaded initiatives serving seniors, families, and veterans. Liaison to Senior Center. Former CDA member.

FLORA MACDONALD LEGACY FOUNDATION, *Robeson County, NC*

**Founder/Board President** 2005–2007

- Developed and implemented governmental systems, outlines, and strategies to establish a board representing several different organizations; while supporting the preservation of a historic structure and impacting the lives of young people within the region.
- Established collaborative relationships with community leaders, civic organizations, and learning institutions.
- **Improved visibility in the community through a Scottish ball, an awards ceremony honoring civic leaders and alumni, an intern program engaging the talents of local students, a newsletter and various arts and music events. Foundation continues to provide substantial support to the educational institution.**

DEEP ELLUM OPERA THEATRE (DEOT), *Dallas, TX*

**Founding Artistic Director | Chief Executive Officer** 1991–1997

- Rendered oversight to all aspects of the company, which included selection of repertoire; recruitment of production staff; sourcing of performers; coordination with musicians and personnel.
- Prepared necessary documentation to closely track incorporation and nonprofit status (five year budgets, and by-laws, mission statement) in collaboration with the board.
- **Successfully increased board membership from three to nineteen members and tripled contributor base, while earning a record of excellence in the arts both locally and nationally.**
- **Received distinction as one of the top 10 theatres for two consecutive years by the Dallas Morning News.**

### OTHER EXPERIENCE

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FREELANCE, *New York, NY; Long Island, NY*

**Vocalist – Opera/Musical Theatre/Scottish Folk** 1987–Present

VARIOUS PRODUCTION COMPANIES THROUGHOUT THE U.S.

**Actor – Over 20 years experience (See Performer Resume)** 1982-2003

BEREA COLLEGE, *Berea, KY*

**Visiting Assistant Professor of Theater/Guest Artist (See Curriculum Vitae)** 1996-1997

LYRIC OPERA OF DALLAS, *Dallas, TX*

**Company Dialogue Coach** 1992-1993

SOUTHERN METHODIST UNIVERSITY, *Dallas, TX*

**Public Speaking Instructor / Assistant Teacher (See Curriculum Vitae)** 1986-1987

– More –

**EDUCATION**

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**MASTER OF FINE ARTS IN THEATRE ARTS/ACTING - 1988**

SOUTHERN METHODIST UNIVERSITY, DALLAS, TX

*Full Scholarship***BACHELOR OF ARTS IN ENGLISH - 1984**

BEREA COLLEGE, BERA, KY

*Sigma Tau Delta (English Honor Society) / Alpha Psi Omega (Dramatic Honor Society)***ASSOCIATE OF ARTS IN BUSINESS - 1981**

LOUISBURG COLLEGE, LOUISBURG, NC

*President of Student Government Association / Recipient of Cortland B. Smith Award and Chaplain's Award***ADDITIONAL ADMINISTRATIVE TRAINING**

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Opera America Conference, Washington, DC

- Effective Public Relations – *Laura J. Young, Public Affairs Director, Opera America*
- Arts and the Political Process – *Arthur Smith, Media Relations, Opera America*
- Interactive Media in Arts Education – *William Klienmann, Media Consultant, Center for Arts Study*

Support Center for Nonprofit Management, San Francisco, CA

- Managing and Training Trustees and Volunteers – *Jude Kay, Senior Staff Consultant*

**OTHER TRAINING AND CERTIFICATIONS**

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American Council on Exercise (ACE) Certified Profession Fitness Trainer

Academic Language Therapy Association (ALTA) Certified Academic Language Therapist

*See Performer Resume and Curriculum Vitae for additional movement, speech and performance training***AWARDS AND HONORS**

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2023 Community Service Award, Glen Cove Chamber of Commerce; 2021 Appreciation for Meritorious Service Award, Glen Cove VFW Post 347; 2021 Volunteer of the Year Award, North Shore Hispanic Chamber of Commerce; 2019 Community Leader of the Year Award, Comité Cívico Argentino.

**PROFESSIONAL AFFILIATIONS**

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Actors' Equity Association/AFL-CIO (AEA)

National Council of Arts Administrators (NCAA)

**BOARDS AND APPOINTMENTS**

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Tribute and Honor Foundation (honoring and supporting veterans), *President and Founder*North Shore Historical Museum, *Trustee*Glen Cove SAGE Foundation (fundraising arm of the Glen Cove Senior Center), *Board Member*Age-Friendly Glen Cove, *Advisory Board Member*Glen Cove EOC (Economic Opportunity Coalition), *Advisory Board Member*Morgan Park Summer Music Festival, *Executive Committee Member*First Presbyterian Church of Glen Cove, *Elder/Board Member*NOSH Delivers (providing food for food-insecure families), *Weekly Volunteer and Founding Member*Glen Cove Chamber of Commerce, *Board Member*North Shore Hispanic Chamber of Commerce, *2<sup>nd</sup> Vice President and Public Relations Officer*Royal Scottish Country Dance Society, *Member and Dancer*Memorial Day Parade Committee, *Former Member*Loggia Glen Cove Sons and Daughters of Italy in America #1016, *Member and Public Relations*Bi-lingual Community Easter Service, *Chair*City of Glen Cove, CDA (Community Development Agency), *Former Board Member*City of Dallas, Office of Cultural Affairs, *Former Cultural Affairs Commission Member*

Easter Seals | Red Cross | Special Olympics | Vietnamese Refugee Resettlement Program