

ZOE SETTLE

Arts Professional

7513 Handen Dr. Rowlett, TX 75089
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Professional Profile

I'm an educator and arts professional with several years of experience in theater and art, and a focus on creating detailed and comprehensive lesson plans. I am committed to individual growth with success in managing large groups of employees or students at a time. I have an immense passion for making the arts available and accessible to everyone in my community.

Additional Skills

- Creative Problem Solving
- Scheduling, Supervisory Experience
- First Aid/CPR Certified
- Exemplary Organizational Skills
- Classroom Management
- **Proficient in:**
 - Microsoft Office Suite, Sharepoint, Teams, Google Suite, Zoom, Canva
- Website Maintenance:
 - Wix, WordPress, Squarespace,
 - Nationbuilder

Work Experience

Sept. 2022-May. 2023
St. Mark's School of Texas

Interim Lower School Drama Teacher

- Designed and implemented drama curriculum for grades 1st-4th
- Prepared each class for their annual performance
- 4th grade focuses on the works of Shakespeare, 3rd grade on Medieval Theater and Musical Theater, 2nd grade on Ancient Greece, and 1st grade on exploring the world of legends and fables.
- Theater knowledge and skills are appropriately scaffolded to create well- rounded, socially aware performers.
- Other faculty responsibilities included grading progress throughout the year, grade level phase meetings to discuss student progress, and assistance with annual admissions testing.

Sept. 2021-Dec. 2021
Broadway Dallas

Teaching Artist Coordinator

- Coordinated Teaching Artist Schedules with DISD Classrooms for Hamilton
- Facilitated communication between Broadway Dallas, Teaching Artists, and DISD Teachers
- Other administrative tasks as needed

2019 -Present
Various

Teaching Artist

- Dallas Children's Theater (Jan 2022- present)
- Junior Players | Discover Theatre, Art, Shakespeare (May 2019-May 2022)
- Broadway Dallas Teaching Artist (Aug 2021- Aug 2022)
- Broadway Dallas - Hamilton Project (Oct-Nov 2021)
- Drama Kids International (Jan 2019- June 2021)
- Stage West - Scene Study Instructor for Youth Mashup Course (Spring 2021)
- Studio B Performing Arts | Summer Director; Fall Studio Instructor (2019-2020)
- Rockwall Community Playhouse | Workshop Director (2019, 2020, 2021)
- Acting Studio | On-Camera Acting, Improv (Spring 2020)

Nov. 2016- May 2018
Civic Center Foundation

Interim Food and Beverage Manager/Shift Lead

- Scheduling staff of 30+ for weekly events and performances
- Handling biweekly inventory, payroll
- Managing and updating budgets and financials

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Internships & Education

2019-2020

Colorado State Univ

Master of Arts Leadership and Cultural Mngmnt

4.0/4 GPA; Graduated with Honors
Studies included: Arts Advocacy, Community Engagement, Art Law/Copyright, Arts Event Management, Managing an Arts Budget/Grant Writing, Multicultural and Special Populations, Political Communication

May 2020 - Dec. 2020

Texans for the Arts

Internship duties included:

- Website updates, creating newsletters
- Staying on top of current arts and advocacy news
- Curating resources to address Covid-19 and arts relief
- Posting on organization's social media channels

2014 - 2018

Oklahoma City Univ

Bachelor of Fine Arts in Acting

3.67/4 GPA; Graduated Cum Laude, Cum Honore

- Minors in Directing, Design and Production
- Four-year member of Alpha Chi Omega Sorority, serving as Asst. Philanthropy, Social Chair, and VP of PR and Marketing
- Acted in and directed several productions
- Junior year organized a week of performances and theater-based events with a group of fellow students for Sexual Assault Awareness, culminating in a production of the play *Really Really*. Proceeds donated to the local YWCA

Summer 2017

Universitie de Caen de Basse-Normandie

Summer Study Abroad Program - Marks 18/20

- Coursework included French immersion courses and WWII History
- Highlights included staying with a host family, weekend excursions, seeing history up close at D-Day sites, and experiencing the Fete de la Musique (a national celebration of music!) all through the city.

Summer 2015

Shakespeare Dallas

Internship duties included:

- Observing rehearsals
- Shadowing Stage Management Team
- Working backstage for run of show

2010-2014

Garland High School

- Honor Grad
- IB Student (Academics, Film, Theater)
- Received the Performing Arts Endorsement in Film
- Member of the French National Honor Society, International Thespian Society
- Winner of 2013 Patty Granville Award for Best Supporting Actress