

Molly A. Boes

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SUMMARY STATEMENT

Compassionate leader who values team effort and organization through strategic detail management. Brings positivity and energy to each project. Effective program manager with experience working with high school and college age students within the fine arts. Values relationship building and creating connections.

PROFESSIONAL EXPERIENCE

Assistant Dean of Fine Arts Recruitment

St. Olaf College- Northfield, MN

November 2016-Present

- Recruit, correspond, and meet with prospective music, art, dance, and theater students and their families.
- Coordinate scholarship procedures for the art, theater, dance, and music departments.
- Plan schedule and logistics for the Fine Arts Scholarship Program and open house events.
- Train admissions staff and student tour guides on fine arts updates.
- Provide input and guidance on scholarship decisions with the Admissions Office, Financial Aid Office, and Dine Arts Departments.
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Operations Assistant

The Saint Paul Chamber Orchestra- St. Paul, MN

March 2016-November 2016

- Schedule travel and logistics for replacement and extra musicians with Personnel Manager.
- Prepare, track, and distribute media fee and IMA reports, musician contracts, weekly online roster, seating assignments, and other notifications to musicians.
- Support the Orchestra Librarian in handling Extra and Substitute Musician music requests, preparing weekly program pages, maintaining the OPAS database, and support ongoing functions of the Orchestra Library.

Admissions Manager

Lutheran Music Program- Minneapolis, MN

September 2011-March 2016

- Plan and initiate annual recruitment effort through volunteer management, alumni retention, travel, school classroom presentations, prospect list management, call follow-up, and database sourcing.
- Hire and supervise student life team, and plan and implement staff training.
- Develop rosters, policy & procedure handbooks, and evaluations, and oversee all student, counselor, intern, and program needs throughout academy.
- Track and document application process and acceptance for all enrolled students while maintaining highest standard of customer service and privacy for families.
- Support grant and fundraising needs by managing volunteers, providing organizational evaluation data, and speaking on behalf of the organization.
- Budget for admissions and financial aid to balance cash flow, including travel planning and counselor stipends.
- Collaborate with other staff members to meet communication deadlines for printings and mailings, including the oversight of website and social media content development.
- Coordinate logistics and details for special events and the summer concert and recital series.

COMMUNITY INVOLVEMENT

Young Nonprofit Professionals Network of the Twin Cities
Music Together Registered Teacher
St. Olaf College Black & Gold Gala Committee Volunteer
St. Olaf College Class Fund Agent
Music Therapy Association of Minnesota
Music at Christ Church Committee Chair
Linden Hills Chamber Orchestra Second Bassoon and Secretary

EDUCATION

St. Thomas University- Minneapolis, MN Mini MBA for Nonprofit Organizations	May 2016
Drexel University- Philadelphia, PA Master of Arts in Creative Arts in Therapy-Music Therapy	June 2010
St. Olaf College- Northfield, MN Bachelor of Arts in Music, Biomedical Studies Concentration	May 2008

SKILLS

Mac & Windows operating systems	Volunteer Management
Google applications	Leadership Training
Microsoft Office suite	Conference Exhibitor
Social media platforms	Special Event Planning
Operational/planning databases (OPAS)	
Relational/fundraising databases (ResultsPlus)	
Admissions databases (Slate)	