

**Richard
Hagemann**

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Skills: Project Management, Community Relations, Personnel Management, Team Leadership, Financial Administration, Production Management

Executive Assistant, New Haven Symphony Orchestra August 2023–Present

Executive Support: Oversee multiple concurrent projects for the Executive Director, ensuring smooth execution and enabling focus on high-priority leadership tasks

Financial Management and Administration: Process invoices for accounts payable, create invoices for accounts receivable, and maintain financial records. Oversee credit card charges and ensure proper documentation of all transactions.

Stakeholder Relations: Craft and deliver strategic correspondences with over 100 community stakeholders such as musicians, guest artist, community leaders, non-profits, arts managers, concert venues, and educational institutions, building and nurturing relationships on behalf of the executive director. Coordinate the scheduling of meetings for up to 20 individuals, ensuring availability and timely coordination. Collaborate with up to 60 organizations to plan and execute events, managing complex logistics and maintaining clear communication throughout the process

Artistic Planning: Streamlined planning of current and future seasons by developing and maintaining season schedules, drafting and executing contracts, and guaranteeing timely correspondence with guest artists and venues.

Head House Manager, New Haven Symphony Orchestra Aug. 2024–Present

Community Engagement: Rebuilt volunteer program, with recruitment of over 20 individuals for a single event, by cultivating and maintaining a strong volunteer base for the orchestra's usher program, including regularly returning volunteers. Proactively identify and reach out to potential new volunteers to ensure sufficient staffing.

Personnel Management: Coordinate and train front-of-house staff, creating a positive work environment and ensuring staff readiness for each performance.

Payroll & Staff Coordination: Track paid staff hours and submit timely payroll reports to the Finance Director, ensuring compliance and accuracy.

Production Assistant, New Haven Symphony Orchestra Aug 2023-Nov 2023

Production Management: Developed detailed orchestra stage plots, run-of-show documents, and production schedules to ensure seamless performance execution.

Artist Liaison: Coordinated travel, accommodations, and rehearsal spaces for guest artists, ensuring all logistical needs were met. Maintained detailed itineraries and supported artists throughout their engagement.

Teaching Artist, Neighborhood Music School Aug 2021-Present

Pedagogy Create and implement individualized curriculums for individual students to meet both long and short term goals.

Relationship Management: Develop trusting, caring, and positive relationships with over 40 students over three years through regular communication and personalized support.

Event Planning: Organize student recitals by coordinating hall and student availability. Plan and execute post-concert receptions to enhance the experience.

Musicianship: Maintain excellent technical and expressive abilities at the piano through regular practice and individual study.

Other/Previous Experience

Piano Teacher, Freelance March 2016–2021 **Music and Arts**, Oct. 2009–March 2011

Education

New York University

MA Piano Performance, 2020
Advanced Certificate of Pedagogy, 2020

Bard College

BA Piano Performance, 2014

Other Education

New School for Music Study- Francis Clark Center for Keyboard Pedagogy

Certificate of Completion, 2021

European American Musical Alliance

Certificate of Completion, 2012

Major Accomplishments

Masters Recital May 2020 Researched, prepared, and performed a recital of French keyboard music spanning 250 years

NHSO 2024 Season Opening Concert: Recruited, trained, and managed a staff of 20 individuals within a two week deadline to meet the demands of a 2500 person audience.

Hotel Marcel Sponsorship: Executed a sponsorship with a local luxury hotel on behalf of the orchestra, netting the orchestra a return of \$3500.

Teaching Studio: In three years, built and maintained a studio of over 30 students, with consistent re-enrollment, becoming a key teaching artist at the Neighborhood Music School, and recognized as an integral part of the piano program.

Strategic Career building in Music Successfully built and sustained a stable career as a professional musician by leveraging networking opportunities, taking on diverse musical roles, and adapting to new challenges, consistently demonstrating versatility and growth within the industry

Skills

Executive Support & Administration:

- **Project Management:** Planning, executing, and overseeing projects on behalf of the executive director.
- **Calendar Management:** Efficiently managing and coordinating comprehensive schedules.
- **Communication:** Writing and delivering clear, strategic correspondence; facilitating effective communication across stakeholders.
- **Time Management:** Ensuring tasks are executed in a timely manner and deadlines are adhered to.
- **Problem Solving:** Addressing and resolving staff concerns, ensuring smooth operations.

Financial Management & Administration:

- **Accounts Payable/Receivable:** Processing invoices, maintaining financial records, and creating invoices for services rendered.
- **Budget Management:** Overseeing credit card charges, tracking expenditures, and managing financial documentation.
- **Financial Reporting:** Maintaining accurate financial records for internal use and reporting purposes.

Stakeholder Relations & Community Engagement:

- **Relationship Building:** Establishing, nurturing, and maintaining professional relationships with donors, board members, community leaders, and other stakeholders.
- **Networking:** Coordinating meetings and engagements to foster relationships and advance organizational goals.
- **Customer Service:** Providing responsive and supportive communication to stakeholders and addressing their needs.

Event Planning & Production:

- **Event Coordination:** Organizing and managing logistics for meetings, recitals, and other events.
- **Production Management:** Developing stage plots, run-of-show documents, and production schedules to ensure smooth execution.
- **Artist Liaison:** Coordinating travel, accommodations, and other logistical needs for guest artists.

Personnel Management & Leadership:

- **Team Leadership:** Planning and implementing staff training, managing assignments, and overseeing staff performance.
- **Staff Relations:** Addressing staff concerns, providing support, and maintaining a positive work environment.
- **Payroll Management:** Tracking hours worked and submitting payroll in a timely and accurate manner.

Pedagogy & Teaching:

- **Curriculum Development:** Creating individualized curriculums tailored to student goals.
- **Teaching & Mentoring:** Providing personalized support and fostering growth in students.
- **Musicianship:** Maintaining a high standard of technical and expressive performance.

General Skills:

- **Organization:** Maintaining detailed records, schedules, and communications across multiple areas.
- **Attention to Detail:** Ensuring the accuracy of financial documents, schedules, and event logistics.
- **Interpersonal Skills:** Effectively interacting with diverse groups, from staff to community leaders.