

VIRGINIA HOFFMAN

ARTIST – EDUCATOR – GO GETTER

CONTACT

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Sunnyside, NY

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Dear Human Resources,

I am writing to express my interest in your position. I have over six years of experience working in classrooms, educational nonprofits, and managing administrative systems.

My background in education has given me the tools to become an effective manager, speaker, and leader through adopting the techniques of preparation, flexibility, evaluation, and efficiency of language. My skill for operations was first honed at Visionaries + Voices, a nonprofit which facilitates teaching opportunities for artists with disabilities. I managed the day to day operations of 24 teaching artists and the school accounts. I trained, evaluated, and supervised seasonal contract coordinators and V+V Teaching Artists. I directed various formal and informal trainings for V+V artists, education coordinators, and employees. Lastly, I maintained the finances, scheduling, and any additional supports.

Most importantly, I was an advocate for the V+V artists during meetings with Ohio's Department of Disability Services, school administrators, and in the community. My actions helped to prepare and facilitate opportunities for others to lead, voice their opinions, and express their needs, as whole people, educators, and artists. As an advocate, I continue to independently read about access intimacy, the onus of interaction, and the power imbalances that come from an abelist community.

At Materials for the Arts, Department of Cultural Affairs, my position as Education Operations Manager is a combination of operational and customer service responsibilities. I manage school accounts, department finances, program accreditation with NYSED and NYDOE, scheduling, leading field trips, supervising intern projects, and data collection. I have particular skill in restructuring systems to make them more efficient, which has culminated in better communication between our book keeper, DOE employees, and between departments. Because I have gained a reputation as a team player, I have started managing several projects in the absence of the communications director, including writing and designing reports, editing our website, email correspondence, and visual data analysis.

As both an advocate, educator and administrator, this position is a combination of my interests, skills, talent, and knowledge. I look forward to speaking with you about my experiences.

Sincerely,



Virginia Hoffman