

COLIN ROSHAK

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ColinJRoshak.com

Impact-driven administrator, data-driven creative, and non-profit leader.

Experienced cross-functional team leader with successful track record of driving creative vision through programming, digital media, institutional partnerships, systems design, and event production.

EDUCATION

Cornell University
Executive MBA, 2028

Carlos Miguel Prieto Fellowship
Certificate, 2024

Bard College
Master of Music, 2023

Alaska Humanities Forum
Leadership Anchorage, 2021

Oberlin College
Bachelor of Music, 2018

CORE COMPETENCIES

- Communications
- Project Management
- Event Production
- Contracting
- Writing and Copy Editing
- Concert/Digital Programming
- Digital Media Production
- Database Management

SOFTWARE FLUENCY

- Airtable
- Microsoft 365
- Google Workspace
- Asana
- ArtsVision
- Claude AI

PROFESSIONAL EXPERIENCE

Artistic Planning & Special Projects Manager Feb, 2025—Present
Chamber Music Society of Lincoln Center

- Lead institutional adoption of Airtable, Asana, and other technologies
- Interdepartmental project lead for Development, Media, and Marketing teams
- Lead programming for 52-week radio series, PBS AllArts, Apple Music, maintaining 12-18 month cycles
- Pitch and produce *Gil Kalish at 90* documentary
- Build and manage department programming databases
- Liaise with artist managers and CMS roster for logistics, finance, and media
- Oversee all CMS rentals, including frequent work with institutional and community partners
- Manage multiple budgets and process weekly artist/vendor payroll

Administrative Associate Sept, 2023—Jan, 2025
Chamber Music Society of Lincoln Center

- Front desk position encompassing finance, office management, communications, and venue relations
- Work with all CMS departments and point of contact for external vendors
- Variety of special projects include:
 - Development and implementation of new CMS staff onboarding process
 - Manage external consulting projects
 - Redesign Board of Directors reports

General Manager Dec, 2023—Dec, 2025
Concerts on the Slope

- Part-time role with Brooklyn-based concert series (~\$25,000 budget)
- Lead development officer, in first year: 3x individual contributions, \$12,500 in grant funding, 2.5x ticket sales, author donor database/CRM
- Manage all concert production and marketing
- Lead board functions: establish committees, steward new board members
- Lead successful overhaul of yearly gala fundraiser

ADDITIONAL WORK HISTORY

Guest Conductor	Syracuse Orchestra	October, 2026
Freelance Technologist	Designing tools for independent artists and small arts orgs.	2024—Present
Program Note Annotator	Philadelphia Orchestra, Hudson Valley Chamber Music Circle	Fall, 2024
Founding Director	Bard Sinfonietta Project	2021—2023
Assistant Conductor & Director	Alaska Youth Orchestras & Alaska Virtual Symphony	2019—2021
Music Journalist	Anchorage Daily News, Frontiersman, Anchorage Press	2018—2021