



JENNIFER HARDER

MARKETING, FINANCE + OPERATIONS MANAGEMENT

Over 20 years of experience in art and event production. Specializing in day-to-day operations + strategic financial planning. Award-winning performer.

WORK EXPERIENCE

DIRECTOR OF FINANCE

Coded Agency, New York/LA/Paris | 2020 – Present

Oversees accounting operations and increases efficiency for a public relations firm with over \$2 million in annual revenue, 10+ employees, and appx. 40 clients

- Accounts payable/receivable, budget creation + forecasting, drafting client and artist agreements, reimbursements, weekly financial reporting, semi-monthly payroll, liaison with CPA, assist with HR, notation of Leadership + Ops meetings

ADMINISTRATIVE CONSULTANT

The Glove Theatre, Gloversville | September – November 2022

Assessed, consulted, and assisted with marketing + financial duties at a non-profit venue

- Database maintenance, website updates, bi-weekly newsletter, press releases, interviews, event + company finance reporting, donor relations, grant proposals, creation + distribution of marketing materials, notation of Board meetings, end-of-year giving campaigns, assistance with event production

OPERATIONS MANAGER

Decoda at Carnegie Hall, New York | 2018-2019

Coordinated operations for a non-profit chamber orchestra with \$650,000+ in annual revenue, and over 25 performances each year, including several tours

- Drafting and executing presenter and artist contracts, archiving images + video, notating Board + Leadership Team meetings, coordinating day-of flow at events, updating public and internal websites, assisting the Executive + Artistic Directors, creation + oversight of project budgets, database maintenance, donor relations

OPERATIONS MANAGER

Retrospective Goods (Buckyballs/Speks), Brooklyn | 2017-2018

Managed a high-volume toy company with over \$1 million in annual revenue, 4 employees, international factories, and appx. 100 client accounts

- Wholesale order fulfillment, accounts payable/receivable, multiple POS integration, weekly financial reporting, payroll and benefits administration, assistance with in-person sales and customer service, office management, CEO and marketing team assistance, both remotely and in-person

DIRECTOR OF PR/ASSOCIATE PRODUCER

The Brick Theater, Brooklyn + Horse Trade Theater, New York | 2010-2017

Assisted in the creation and production of more than 50 multi-discipline shows, parties, panel discussions, awards shows, festivals, and fundraisers

- PR duties included company branding, website maintenance, press releases + newsletters, social media platform maintenance, updating contact databases, reviewing show proposals, interfacing with reviewers and the public
- Managed rentals for 3 repertory theaters and 1 rehearsal studio, fundraising, stage management, board operation, online + in-person box office, coordinating donations of goods through Materials for the Arts, and performing in shows

VOLUNTEER WORK

Event Production/Ticket Sales

Stump City Brewery
Gloversville, 2021

Musician

German-American Club
Albany, 2021-2022

Musician

SUNY CC Wind Ensemble
Schenectady, 2022

CONTACT

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EDUCATION

BACHELOR OF FINE ARTS

Drama, with Honors
New York University
Tisch School of the Arts

DURAND AREA HIGH SCHOOL

Durand, Michigan
Valedictorian

SKILLS

PR/MARKETING

Muck Rack, Dreamweaver, Canva
PRNewswire/Cision, Planoly
MailChimp, Constant Contact
WordPress, Squarespace
Instagram, Twitter, Facebook

ADMINISTRATIVE

MS Office Suite, Dropbox, G-Suite
Adobe Pro, DocuSign, Zoom
Gusto, ADP, Justworks, Basecamp

FINANCIAL

QuickBooks (Desktop + Online)
Xero, Square, Expensify, Salesforce
Brown Paper Tickets, EventBrite

SPECIAL REQUIREMENTS

Valid NY Driver's License