

Chris Neiner, Administrator & Composer

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CAREER SUMMARY

Independent, detail-oriented, collaborative, and communicative administrator with a master's degree in music composition (CIM '21), 3 years of office experience for musical organizations, and a background in self-organized concert event management. Proficient in Microsoft Office, Google Docs Editors, Eventbrite, and Constant Contact. A musician of over ten years trained in composition, French horn, piano, and music engraving, with a dedicated passion and knowledge of classical music repertoire.

ADMINISTRATIVE EXPERIENCE

Office Associate, Aurora School of Music, Aurora, OH

Mar. 2020–Current

- Manage weekly teaching schedules for 35 faculty and lesson schedules for 800 students using in-house software (ASM Live), Microsoft Excel, and Google Docs Editors.
- Organize quarterly recital event weekends for students, rock bands, and chamber ensembles.
- Schedule individual dress rehearsal classes for all faculty and their participating recital students.
- Create professional, formal concert programs for all concert events using Microsoft Word.
- Set up and track online student recital registration using Eventbrite website application.
- Process tuition payments and audit monthly automated invoices to ensure billing accuracy.
- Communicate effectively and amicably to students, families, staff, and faculty through emails, phone calls, text messages, and newsletters using Constant Contact website application.
- Recruit prospective students through trial lessons with school faculty.
- Coordinate substitute teachers to cover all faculty absences.
- Perform clerical tasks such as lesson cancellations, lesson rescheduling, permanent lesson time changes, teacher changes, withdrawals from lessons, and student medical leaves.

Associate Director, Music in the Circle, Cleveland, OH

Feb. 2019–July 2019

- Developed a holistic budget to cover expenses such as online promotion, printed materials, transportation, ticketing services, piano tuning, musician fees, venue fees, and staff fees.
- Managed online social media profiles (Facebook, Instagram, Twitter) to promote Music in the Circle and share information about upcoming concerts and musicians.
- Organized a fundraising campaign through an online crowdfunding website, Indiegogo, to successfully raise \$5000. Specialized in recruiting small gifts of \$10–\$100 from patrons.
- Recruited local Cleveland musicians to perform alongside international artists and faculty, alumni, and students of the Cleveland Institute of Music.
- Prepared diverse artistic programming for concerts across University Circle in Cleveland venues including the Cleveland Museum of Art, Cleveland Institute of Music, and historic Judson Manor.
- Created a comprehensive two-week rehearsal schedule for 25 musicians.
- Designed concert programs and program booklet for all concert events using Microsoft Word.

ADMINISTRATIVE EXPERIENCE (Cont.)

Graduate Assistant, Cleveland Institute of Music, Cleveland, OH Aug. 2018–May 2020

- Curated study resources and weekly instrumental demonstrations for an orchestration class.
- Organized weekly office hours to assist and mentor undergraduate composition students.
- Prepared music scores and parts for use by the CIM New Music Ensemble.
- Distributed promotional print materials for the CIM New Music Ensemble.
- Collected program information from students for composition studio recitals and delivered information to CIM Concert and Events Department.

Office Assistant, Cleveland Institute of Music, Center for Innovative Musicians Aug. 2018–May 2019

- Performed clerical tasks such as creating invoices, updating office documents, researching alumni accomplishments, and curating an online music festival resource for conservatory students.
- Prepared and managed dining refreshments for faculty, board, and administrative conferences.

EDUCATION

Cleveland Institute of Music, Cleveland, OH Aug. 2018–Jan. 2021

Master of Music in Composition, January 2021

Donald Erb Prize in Composition 2020

Darius Milhaud Award 2020

Carolyn and Jack Lampl Jr. Scholarship 2019

Indiana University Jacobs School of Music, Bloomington, IN Aug. 2013–May 2017

Bachelor of Music in Composition *magna cum laude*, May 2017

Concentration: Horn Performance

Presser Undergraduate Scholar Award 2017

Premiere Young Artist Scholarship 2013–2017

SELECTED MUSIC EXPERIENCE

Orchestral Librarian, Jim Brickman & The Brickhouse Network, Cleveland, OH Aug. 2021–Current

Pianist, Access Theater Project, *The Last Five Years*, Mayfield, OH June 2021–Aug. 2021

Composition Faculty, Aurora School of Music, Aurora, OH Sept. 2020–Current

Outreach Mentor, Cleveland School of the Arts, Cleveland, OH Aug. 2019–Mar. 2020

Cochair, Leora's Revere: an evening chamber music, Lyndhurst, OH June 2019–Sept. 2019

Composer-in-Residence, Music in the Circle, Cleveland, OH Feb. 2019–July 2019

Copyist, Cleveland Institute of Music Composition Dept., Cleveland, OH Aug. 2018–May 2020

Copyist & Arranger, Reimagining Opera for Kids, Bloomington, IN Apr. 2017–Mar. 2019

Hornist, New Music Ensemble, Indiana University, Bloomington, IN Aug. 2016–May 2017