

Chris Neiner, Music Administrator

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CAREER SUMMARY

Attentive, detail-oriented, collaborative, and communicative administrator with a master's degree in music composition, 4 years of office experience for musical organizations, and a background in self-organized concert event management. Proficient in Microsoft Office, Google Docs Editors, Eventbrite, Constant Contact, Teacher Zone, Finale, and Sibelius. A musician of over fifteen years trained in composition, horn, piano, and music editing, with a dedicated passion for classical music.

ADMINISTRATIVE EXPERIENCE

Senior Administrative Coordinator, Aurora School of Music; Aurora, OH Jan. 2022–July 2022
Administrative Associate Mar. 2020–Dec. 2021

- Manage weekly teaching schedules for 35 faculty and lesson schedules for 800 students using in-house software (ASM Live), Teacher Zone, Microsoft Excel, and Google Docs Editors.
- Collaborate with administrative staff to coordinate quarterly concert events such as student recitals, adult student recitals, chamber music recitals, rock concerts, a cappella concerts, etc.
- Set up and track online recital registration using Eventbrite website application.
- Schedule individual dress rehearsal classes for all faculty and 200+ participating recital students.
- Coordinate masterclass events with regional collegiate faculty for nominated ASM students.
- Process tuition payments and audit monthly automated invoices to ensure billing accuracy.
- Address outstanding and unpaid invoices, answer billing questions, and resolve billing disputes
- Communicate effectively and amicably to students, families, staff, and faculty through meetings, emails, phone calls, text messages, and newsletters using Constant Contact website application.
- Recruit prospective students through trial lessons with school faculty.
- Perform clerical tasks such as lesson cancellations, lesson rescheduling, permanent lesson time changes, teacher changes, withdrawals from lessons, and student medical leaves.
- Create professional, formal concert programs for all concert events using Microsoft Word.

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) to promote Music in the Circle and share information about upcoming concerts and guest musicians.
- Organized an online fundraising campaign through the 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 such as 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 the orchestration class.
- Organized weekly office hours to assist and mentor undergraduate students in composition.
- Prepared scores and parts for use by the Cleveland Institute of Music New Music Ensemble.
- Distributed promotional materials for the Cleveland Institute of Music New Music Ensemble.
- Collected program information from composition students for studio recitals and delivered information to the Cleveland Institute of Music 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.

ADDITIONAL MUSIC EXPERIENCE

Co-Chair, Ariel's Light: an Evening of Chamber Music; Lyndhurst, OH July 2021–Oct. 2021

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

Co-Chair, Leora's Revere: an Evening of Chamber Music; Lyndhurst, OH June 2019–Sept. 2019

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

Production Assistant, Vietnamese Society for Creative Arts; Orange, CA Feb. 2018–Mar. 2018

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

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