

Diana Brooks

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Education: Bachelors in Performing Arts from Oklahoma City University

Oklahoma City University

Associate Professor of Dance

Aug 2009-Dec 2016

- Taught all levels of Tap, Rhythm Tap, Tap Pedagogy and Dance Health
- Tap style coordinator: coordinated the 4 other members of the Tap faculty, scheduled meetings and student advisements, enforced standards and procedures, worked closely with the Chair of the Dance Department
- Revised policies and procedures when necessary
- Revised Tap syllabus and Tap Pedagogy curriculum
- University committee member and Social Media Chair of the Dance Department
- Choreographed for the American Spirit Dance Company

Rhythm ISS... Tap Company

Company Manager

- Incorporated Rhythm ISS... into a 501(c)3 non-profit organization
- Organized Board of Directors
- Planned and reviewed company budget
- Managed income tax financial matters and payroll
- Attended technical meetings

Rhythm ISS...

National Tour Manager

- Managed touring schedule, transportation, contracts, rehearsal spaces, and hotels
- Managed per diem for each member or guest traveling
- Managed budget for events
- Communicated with dancers to make accommodations and distribute schedule

Rhythm ISS...

Rehearsal Director

- Managed rehearsals and ensured a common focus
- Kept rehearsals on schedule
- Acted as Artistic Director in absence of actual Artistic Director
- Communicated with Artistic Director before and after each rehearsal

Rhythm ISS... An Evening with Friends

Director/Producer

- Developed and successfully maintained company budget
- Secured theatre contract for technical rehearsals and performances
- Handled all aspects of the promotional posters and programs, including design, editing, printing
- Booked all special guests for the show
- Hired and managed all technical crew and film crew
- Individually sent out all mailings for upcoming show
- Managed all tickets and reservations for the show, including VIP seats
- Managed volunteers, including house staff, concessions and box office staff
- Successfully performed to a sold-out audience