

Louise Schwarz

Admissions Advisor/Program Manager

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New York, NY

Accomplished educator with over 20 years of experience successfully blending academic advising, instruction, recruitment, admissions, program administration, and personnel management. Extensive background within literary and performing arts, legal, and education environments. Adept in communications outreach, training, onboarding, and curriculum guidance to meet the needs of diverse student and community populations.

Education

Master of Science in Educational Theatre, *expected May 2025*

The City College of New York: CUNY, New York, NY

Master of Arts in Higher Education and Student Affairs, May 2022

New York University, New York, NY

Master of Fine Arts in Theatre, concentration in Playwriting

Columbia University, New York, NY

Bachelor of Arts in Drama, concentration in Directing

University of Georgia, Athens, GA

Professional Experience

American Academy of Dramatic Arts, New York, NY

6/2022 – present

Senior Admissions Advisor (1/2024 – present)

Admissions Advisor (6/2022 – 1/2024)

Build relationships with potential students to provide a clear picture of training and degree options at this drama conservatory. Design and lead recruitment efforts both on and off-campus to cultivate an exceptional incoming class. Facilitate a smooth application process for each prospective student from initial interest through scheduling and demystifying the audition process. Coordinate auditions in the form of virtual, pre-taped, and in-person appointments. Supervise student workers in admissions office and at recruiting events.

- Field and follow through on 1000+ applications each year.
- Collaborate in the building of a strong and diverse community by serving on several search committees and on the Inclusive Excellence Advisory Council.

New York University, New York, NY

8/2020 – 5/2022

Graduate Programs & Advising Assistant - Department of Applied Statistics, Social Science, & Humanities

Encouraged the progression of undergraduates by advising students minoring in Peace and Conflict Studies and Global and Urban Education Studies. Shaped a strong incoming class by reviewing graduate applications and recommending qualified students for admission. Bridged the connection between alumni and the department through contact to obtain updates for inclusion in the quarterly newsletter and website content.

- Raised awareness of relevant topics/issues via weekly newsletters that relay job opportunities, events, and basis advising information to currently enrolled students.
- Enhanced involvement by leading the Student Ambassador Program and the Alumni Mentor Program, including researching and planning recruitment/yield activities, alumni events, and outreach efforts.

Paul, Weiss, Rifkind, Wharton, & Garrison LLP, New York, NY

6/2008 – 10/2019

Assistant Personnel Coordinator - Legal Support Personnel Department (4/2009 – 10/2019)

Temporary Professional Development Coordinator – Professional Development & Training (6/2008 – 4/2009)

Preserved compliance with all standard employment requirements by interpreting and enforcing policies and procedures. Ensured consistency in records management for staff attorneys by maintaining a current database, cataloguing twice-a-year evaluations, and monitoring/processing contract renewals. Designed and led all orientation sessions for new staff attorneys, and assisted with orientations for new paralegals.

- Initiated and executed the review of all resume submissions, onboarding processes, and orientation sessions for the annual hiring of up to 100+ staff attorneys per year depending upon need.

- Boosted employee morale by organizing bi-annual events for staff attorneys and paralegals.
- Validated employment eligibility by initiating background checks, administering proper I-9 completion, and processing E-Verify for incoming employees.
- Coordinated an extensive in-house professional development training program, including procuring presenters/panelists, revising/distributing materials, managing electronic invitation and attendance database, and session logistics (booking location, catering, and audio-visual services).

Northern Stage, White River Junction, VT
Project Playwright Coordinator/Education Associate

1/2008 – 5/2008

Guided daily operations for the Education Department of a regional theater by assisting with lesson plans, programming, instructor hiring, and contract administration. Heightened program awareness by arranging festival/tour itineraries, scheduling school visits, and liaising with principals/teachers.

- Promoted diversity in education as the Lead Coordinator for Project Playwright which brought a 10-week playwriting course into 10 underserved schools within the Upper Valley area.
- Fostered the creative development of youth and adults by teaching in-house acting and playwriting classes and directing the final production of the students' original play.

Oklahoma State University, Stillwater, OK
Playwriting Instructor/Director/Teaching Assistant/House Manager/Librarian

6/2006 – 5/2007

Balanced multiple roles as an instructor, manager, TA, and librarian. Conveyed instruction via lecture and discussion for two sections of Introduction to Theatre, a survey course to present basic concepts (performance, drama history, and production) to non-theater majors. Aided the lead professor as a teaching assistant and occasional guest lecturer. Oversaw the circulation of the Drama Library. Monitored student progress by grading midterm assignments, exams, and final papers.

- Designed and originated an hour-long playwriting course for graduate and upper-level undergraduate students, including in-class writing exercises, classics-based activities, constructive feedback, lectures, and exposure to current state of writing and working playwrights.
- Showcased original student plays by producing a cumulative public reading series.
- Ensured successful outcomes for the department's efforts by serving as the House Manager for all mainstage productions at the Seretean Center for the Performing Arts.
- Directed a full-length comedic production as part of departmental season.

Additional Experience

Head of Theatre Department/Director/Instructor/Arts Camp Assistant, Appel Farm Arts & Music Center 1998-2007

For ten summers, led a Theatre Department comprised of approximately 70 campers (ages 9 to 17), including program development, outreach, and budgeting. Supplemented summer program by assisting with year-round hiring, education, and scholarship administration. Encouraged student talent by teaching creative writing, acting, directing, and playwriting.

- Built a diverse staff by recruiting, training, and supervising an 18-member international and American staff, including curriculum oversight, casting, play selection, production rights procurement, and budget.
- Highlighted student talent by directing two plays each summer (published plays and original plays conceived for or with the student actors).

Certifications, Freelance and Volunteer Work, and Other Experience

- Professional Certificate in College Admissions for Emerging Leaders (NACAC), September 2022
- NCDA Certified Career Services Professional, January 2023
- Title IX Level I Investigator Training Certificate, April 2024
- NYU's *Journal of Student Affairs*: Managing Editor 2021-2022, External Review Board Editor 2022-present
- Crisis Counselor at The Trevor Project 2014-2016
- Monthly Columnist at *Soap Opera Digest* 2010-2014
- Adjudicator for Arizona Thespian Festival, 2021 & 2022

Areas of Expertise

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| ◆ Academic Advising | ◆ Arts Education | ◆ Project Management |
| ◆ Communications & Outreach | ◆ Recruitment | ◆ Curriculum & Instruction |
| ◆ Onboarding & Training | ◆ Adult Learners | ◆ College Admissions |