

FRANCIS HARPER

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EDUCATION

Northwestern University, Evanston, IL
Bachelor of Music in **Flute Performance**, Bachelor of Arts in **French (5-year Dual Degree)**
Minor in **Arts Administration**; Expected June 2025
GPA: 3.89/4.00

RELEVANT EXPERIENCE

Alumni Relations and Development, Northwestern University, Evanston, IL
Clerical Aide, Oct. 2021 – Present

- Enhance office productivity by completing extensive donor mailings, data entry, and prospect research
- Edit 800 handwritten thank-you notes for quarterly Thank-a-Thon program and Thank-a-Donor Week
- Generate reports and lists, uploaded contact reports and mass updates to CATracks (alumni database)
- Analyze giving and outreach data in Excel and summarize trends in weekly emails for Parent and Family Giving and Direct Mail teams
- Organize CATracks IDs, student and parent names, and sports into a report for 19 Athletics programs

Bienen School of Music, Northwestern University, Evanston, IL
Flute Player, Sept. 2021 – Present

- Balance 16+ hours of practice each week with coursework and extracurricular activities
- Collaborate with colleagues to improve chamber, ensemble, and solo music in weekly lessons and 3x weekly rehearsal sessions
- Lead sections to make consistent progress towards performance goals

Ravinia Festival, Highland Park, IL
Summer Season Intern, June 2023 – Aug. 2023

- Welcomed up to 3,000 attendees at nightly performances, assisting patrons with seating, wheelchair service, and ticketing concerns
- Produced and performed in sold-out end of season Intern Showcase
- Coordinated logistics for visiting artists including housing, on-site transportation, meals, and contract rider fulfillment

Auditorium Theatre of Roosevelt University (ATRU), Chicago, IL
Development Intern, Sept. 2022 – Dec. 2022

- Oversaw annual Devil's Ball and Gala events for 500+ attendees each; created auction signs, proofread materials, wrote thank-you letters to 45 sponsors and donors, completed day-of event tasks
- Researched membership programs at 15 similar venues and organizations
- Developed new program proposal for ATRU and presented ideas to Board of Directors

SELECTED PERFORMANCES

Northwestern University Chamber Orchestra, Evanston, IL | Sept. 2021 – Present
Northwestern University Bienen School of Music Student Recital, Evanston, IL | May 2022 – May 2023

LEADERSHIP EXPERIENCE

Songwriters Association at Northwestern (SWAN), Evanston, IL
Co-President, Sept. 2022 – Present

- Produce annual events Kresgepalooza and Battle of the Bands, manage budgets and artist relationships
 - Partner with Universal Music Group campus outreach team to bring Grammy-winning producer and songwriter to campus for master class
 - Lead a 4-person executive committee to execute programs, meetings, and events for new members
- Executive Team Member*, Jan. 2022 – May 2022
- Facilitated weekly studio sessions & songwriting workshops, offered instruction and feedback on recording/producing techniques to students working on personal projects

Bienen School of Music Student Advisory Board, Evanston, IL
Member, Sept. 2021 – Present

- Create community within the Bienen School of Music by promoting communication between more than 600 students, faculty, and University administration
- Collaborate with 11 students to initiate meaningful conversations among Bienen students regarding needs, expectations, and desired learning opportunities and present outcomes to faculty each quarter

SKILLS

Computer: Proficient in Microsoft Office, Constant Contact, Tessitura
Language: Fluent in French