

VINCENZO G. VOLPE
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Work Experience

Sinclair Community College, Dayton, Ohio

Winter 2023 to Spring 2023

- Position: Adjunct Lecturer of Flute
- Tasks: Teaching private flute lessons to enrolled students

Lives United / Vidas Unidas

Fall 2021 to Spring 2023

- Position: Program Director
- Tasks: Coordinating community piano lessons, planning and executing an annual concert series, managing reservations of the church space for musicians and other artists, digital and print marketing, budgeting, and grant writing

University of Cincinnati CCM Admissions Office

Fall 2019 to Spring 2023

- Position: Graduate Student Assistant
- Tasks: Scheduling campus visits, paneling Q&A meetings with prospective students, giving tours, answering general phone calls and emails, running live audition weekends

University of Toronto Faculty of Music

Fall 2017 to Spring 2019

- Position: Orchestra and Wind Ensemble Manager
- Tasks: Distributing scores and parts, checking attendance, organizing stage floorplans for concerts

Faculty of Music Undergraduate Association

Fall 2017 to Spring 2019

- Position: Tutor
- Tasks: Assisting undergraduate music students with history and theory homework, coaching students through the writing process for class essay assignments

Classical Music Conservatory, Toronto, Ontario

Spring 2018 to Spring 2019

- Position: Flute Teacher (substitute)
- Tasks: Teaching flute lessons to beginner and intermediate level students

CWRU LGBT Center, Cleveland, Ohio

Fall 2014 to Spring 2017

- Position: Student Program Assistant
- Tasks: Coordinating school-wide "Safe Zone" trainings, facilitating private student conversation groups, managing social media accounts, working as a receptionist at the office desk, compiling a safe bathroom map for the transgender community
- Developed skills in social media management, cultural awareness, LGBTQ advocacy, organization, and public relations

Ohio City Incorporated, Cleveland, Ohio

Summer 2016

- Position: LGBT Initiative Intern
- Tasks: Collecting and writing an LGBT history for the Ohio City neighborhood, facilitating cultural competency trainings for local businesses and residents with the Greater Cleveland LGBT Center, engaging a Community Advisory Board with the initiative, surveying local businesses and community partners for LGBT inclusivity opportunities