

## Dan Mellitz

430 Gladstone Dr. SE. ♦ East Grand Rapids, MI 49506 ♦ (860) 916-6255 ♦ dnmellitz@gmail.com ♦ www.danmellitz.net

### EDUCATION

The University of the Arts

B.F.A. Theatre Arts.

2006

### CERTIFICATION

Event & Wedding Planning and Luxury Wedding Certifications – QC Career School (2024)

Non-profitReady Elite Certificate– nonprofitready.org (2025)

TIPS and TAMS Certification – 360 Training (2024/25)

Chauffeur's License (2025)

OSHA Certifications – Ladder Safety (2024), Mobile Elevated Work Platforms (2023), Forklift Operator (2023)

#### **Pawsitive Healing Sanctuary - MI** Fundraising Coordinator (2025)

- Lead all fundraising events, from concept development to execution, including artisan markets, festivals, and community events.
- Cultivate partnerships with local businesses, food trucks, and vendors.
- Manage communications via email, phone, and in-person outreach.

#### **John Ball Zoo - Grand Rapids, MI** Event Coordinator (2025)

- Coordinate private and public events across multiple venues, including The Bissell Tree House, Event Tent, and Picnic Spaces.
- Manage client communications, site tours, contracts, invoices, and event orders in Tripleseat.
- Oversee pre-event planning through day-of execution: layouts, vendor coordination, staffing, and bar management.
- Supervise event assistants, bartenders, and drivers; ensure smooth load-in/load-out and post-event follow-up.

#### **Rye Venues - Grand Rapids, MI** Event Manager (2024 - 2025)

- Oversaw day-of event operations for multiple venues, including setup, client relations, vendor management, and troubleshooting.
- Acted as the main client contact, ensuring exceptional guest experience and resolving onsite issues.
- Supervised staff and coordinated venue flips for back-to-back events.

#### **Centerstage Theatre, Coopersville, MI**, Performing Arts Center Manager (2021-2023)

- Directed all operations for a 765-seat venue, including rentals, performances, and community events.
- Negotiated contracts, managed budgets, and ensured adequate staffing for events.
- Oversaw marketing and social media presence to promote upcoming events.
- Supervised student employees and volunteers, managing scheduling and payroll.

#### **Firehouse Center for the Arts – Newburyport, MA** Technical Director/Production Manager (2019-2020) - Lost due to Covid-19

- Coordinated a wide range of events, including concerts, community programs, rentals, and theatrical productions.
- Managed full event lifecycle: client inquiries, contracts, budgets, scheduling, and staffing.
- Oversaw venue calendar and balanced multiple concurrent events across rehearsal, performance, and rental spaces.
- Handled hospitality and guest services, acting as host for VIP clients and special guests.
- Directed teams of designers, production staff, and contractors to ensure successful event execution.
- Ensured all vendors, staff, and performers were contracted and compensated accurately and on time..

#### **Nantucket Dreamland Foundation – Nantucket, MA** Technical Director (2018-2019)

- Coordinated concerts, touring acts, comedy festivals, and private rentals.
- Managed budgets exceeding \$250,000, vendor contracts, and facility maintenance.
- Oversaw guest services, hospitality, and event logistics for artists and high-profile clients.
- Supervised staff, contractors, and production teams for smooth execution of events.

### KEY SKILLS

Event Coordination & Planning, Client & Vendor Relations, Fundraising & Sponsorship Development, Venue & Facility Management  
Budgeting & Contract Negotiation, Team Leadership & Staff Training, Scheduling & Logistics Management, Marketing & Community Engagement