

JAMISON KO

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SUMMARY

Arts Administration graduate candidate with leadership experience managing large-scale fundraising initiatives, cross-functional teams, and live event operations. Skilled in stakeholder engagement, project coordination, and mission-driven programming. Seeking entry-level roles in arts administration, nonprofit operations, or event management.

EXPERIENCE

OCU Miracle Marathon – Executive Director | 2025–2026

Director of Participant Relations | 2023–2025

- Directed a student-led philanthropic organization raising **\$26K (+42% YoY in online donations)** for pediatric healthcare initiatives
- Led a **14-member executive board and 15+ committee members**, setting goals, accountability systems, and organizational strategy
- Planned and executed a large-scale fundraising event with **30% increase YoY in participant registration**, coordinating logistics and stakeholder engagement
- Built relationships with university leadership, donors, and families to improve retention and long-term engagement

Lyric Theatre of Oklahoma – Stage Manager / Assistant Stage Manager | 2025

- Coordinated daily production operations across artistic and technical teams in a fast-paced professional environment
- Managed rehearsal schedules, logistics, and performance timelines to ensure on-time execution
- Served as the central communication hub for cast, crew, and leadership; produced reports and daily updates to maintain alignment

Oklahoma City University (OCU) – Stage Manager, various productions | 2024–2025

- Stage managed multiple productions, coordinating rehearsals and live performances

Oklahoma City University (OCU) – Resident Assistant | 2023–2026

- Managed residential operations, handling conflict resolution and policy enforcement for student communities
- Responded to high-pressure situations involving student safety and facilities, making real-time decisions in crisis scenarios

OCU School of Theatre – Social Media Manager | 2023–2026

- Developed and executed social media strategy to promote programs and events, increasing audience engagement
 - Analyzed performance metrics to optimize content and expand community visibility
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EDUCATION

Oklahoma City University – May 2026

Master of Arts in Arts Administration

Bachelor of Fine Arts, Theatre Design & Production, Emphasis: Stage & Production Management

SKILLS

Project Management • Event Logistics • Stakeholder Communication • Fundraising & Donor Engagement
• Community Outreach • Social Media Strategy • Canva • Microsoft Office