**Marty C Lynch**

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**Education Doctor of Philosophy (Higher Education Administration)**

Illinois State University Normal, IL Mar 2025 (anticipated ABD)

**Master of Fine Arts (Theatre Set Design)**

University of Tennessee Knoxville, TN May 2005

**Bachelor of Fine Arts (Theatre Design/Tech)**

West Virginia University Morgantown, WV May 2002

**Higher Education Leadership Experience**

**Interim Performing Arts Center Manager**

Illinois Central College, East Peoria, IL, January 2022 – September 2022

* Lead staff, student workers, contractors, sub-contractors.
* Coordinate with marketing and other departments to ensure consistent, high-level service throughout scheduled events.
* Ensure seamless turnover form the booking of events to accounting department.
* Ensure safety regulations are met for the performing arts center (PAC) and the lecture recital hall (LRH).
* Work with technical director to ensure proper maintenance, repair, and inventory of equipment.
* Plan and develop events and programming to meet community and college needs including receiving and responding to feedback.
* Manage events including coordination, scheduling, publicity, and marketing or promotions.
* Monitor and identify cost efficiencies for the PAC including managing Front of House (FOH) procedures, ticketing, and maximizing revenue opportunities.
* Negotiate contracts with artists and speakers or their representatives, and forward the contracts to the chief contracting officer of the college. Ensure compliance with those contracts.
* Maintain and update PAC policies and procedures.
* Consult with appropriate on-campus administrators regarding continual needs of the PAC and LRH.
* Other duties as required.

**Associate Professor**

Eureka College, Eureka, IL, August 2010 - May 2021 (position was eliminated)

* Plan, organize, coordinate, manage, and evaluate theatre program in accordance with accreditation requirements, college policies, and sound instructional principles and practices.
* Establish overall objectives and plans; initiate and participate in overall program planning, assess needs for curricular development, review curricula, facilitate curricula development in accordance with established approval guidelines and budgets.
* Direct the evaluation of theatre facilities and equipment and recommend improvements
* Communicate and interpret program objectives and offerings to potential students, other two-year and four-year institutions, community organizations, students, staff, faculty, and others.
* Screen, interview, select, assign, supervise, and evaluate adjunct faculty, guest artists, contractors, sub-contractors and provide orientation and in-service education for professional development of assigned staff.
* Prepare staff assignments and schedules, assign work location in accordance with established college policy
* Manage the financial resources of the theatre program and effectively advocate for resources, participate in budget items consistent with the mission of the college.
* Serve as a member of committees and task forces
* Represent the college and participate in local, state, and national levels at organizations, and in activities that improve, promote, and publicize instructional, career and technical, and support programs.
* Develop and coordinate instructional services in support of matriculation and student services, advise and direct staff members in designing and implementing special projects
* Prepare reports and make presentations as necessary, assure the preparation, distribution, and maintenance of required reports, records, and files.
* Direct the review and revision of materials for the college catalog related to theatre.
* Related duties as assigned
* Academic advising to majors and non-majors
* Faculty advisor to Alpha Psi Omega, Habitat for Humanity
* LMS system used: Moodle, D2L, Brightspace
* Courses taught: Theatre (everything except acting), Freshman Seminar, Western Civilization, several others.

**Assistant Professor**

Valdosta State University, Valdosta, GA, August 2006 - May 2010

* Plan, organize, coordinate, manage, and evaluate technical theatre program in accordance with accreditation requirements, college policies, and sound instructional principles and practices.
* Establish theatre objectives and plans; initiate and participate in theatre program planning, assess needs for curricular development, review curricula, facilitate curricula development in accordance with established approval guidelines and budgets.
* Conduct the evaluation of theatre facilities and equipment and recommend improvements
* Communicate and interpret program objectives and offerings to potential students, other two-year and four-year institutions, community organizations, students, staff, faculty, and others.
* Screen, interview, select, assign, supervise, and evaluate staff, contractors, sub-contractors and provide orientation and in-service education for professional development of assigned staff.
* Prepare staff assignments and schedules, assign work location in accordance with established college policy
* Manage the financial resources of the theatre program and effectively advocate for resources, participate in budget items consistent with the mission of the college.
* Serve as a member of committees and task forces.
* Represent the college and participate in local, state, and national levels at organizations, and in activities that improve, promote, and publicize instructional, career and technical, and support programs.
* Develop and coordinate instructional services in support of matriculation and student services, advise and direct staff members in designing and implementing special projects
* Prepare reports and make presentations as necessary, assure the preparation, distribution, and maintenance of required reports, records, and files.
* Direct the review and revision of materials for the college catalog related to technical theatre
* LMS system used: Blazenet (Sakai)
* Courses taught: Stagecraft, Scene Painting, Stage Management, several others

**Adjunct Teaching Experience**

**Adjunct**

Illinois Central College, East Peoria, IL, August 2021 - May 2022

* In-person and online instruction.
* LMS system used: Blackboard
* Courses taught: Introduction to Theatre, Stagecraft, Modern Drama

**Adjunct**

Bradley University, Peoria, IL, January 2022 - May 2022

* Hybrid (in-person and online instruction
* LMS system used: Canvas
* Courses taught: Introduction to Theatre

**Committee Involvement (Selected)**

Illinois Central College

* Strategic Forum (2022)

Eureka College

* Board of Trustees Development Committee (2018-2021)
* Board of Trustees Facilities Committee (2017-2018)
* Tenure and Promotion Committee (2016-2017)

Valdosta State University

* Retention, Recruitment, Refinement (2077-2010)
* Calendar (2006-2010))
* Curriculum Revision and Implementation (2006-2010)

**Presentations (Selected)**

Lynch, Marty, *Preparing students to study theatre in college*. Illinois State Student Leadership Conference at Eureka College, September 2018.

Biery, Kyle, Daniels, Jackie, Davis, Tim, Long, Ryan, Lynch, Marty, and White Jr., Dana; *Population Boom: Bringing non-majors into your classes*. SETC in Mobile, AL, March 2018.

Lynch, Marty; *This Play Is Not Yet Rated*. SETC in Greensboro, NC, March 2016.

Garrett, Starr, Long, Ryan, and Lynch, Marty; *Small Program Sustainability*. SETC in Greensboro, NC, March 2016.

Lynch, Marty; Rocke, Holly; *Write a Play for Us!* Illinois High School Theatre Festival, January, 2016.

Lynch, Marty; *Playing in Peoria*. SETC in Mobile, AL, March 2014.

Lynch, Marty; *The Man Who Built Neverland*. Gammon Room faculty Colloquia, October 2013.

**Affiliations** Illinois Theatre Association (2010 – Present)

Illinois High School Theatre Festival (2010 – Present)

Peoria Live Theatre League (2010 – Present)

Kennedy Center American College Theatre Festival region 3 (2010 – Present)