

ALEX BURIJON

ARTISTIC ADMINISTRATOR AND CREATIVE

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RELEVANT EXPERIENCE

- ARTISTIC ADMINISTRATION APPRENTICE *May 2025 - Aug. 2025*
The Glimmerglass Festival | Cooperstown, NY *May 2026 - Aug. 2026*
- Assist the Director of Artistic Administration with artistic planning and artist relations duties, liaising with visiting industry professionals and in-company music staff
 - Manage wellness checks and backstage duty as child wrangler for 3 productions
 - Serve as a primary coordinator of ancillary and off-site events for Resident and Guest Artists
- OPERATIONS AND MEDIA ASSOCIATE *Sep. 2025 - Present*
Schmidt Artists International (SAI) | New York, NY
- Launched new website with updated brand package and artist information
 - Manage Instagram and Facebook accounts; curate website news and information; write and dispense monthly newsletters; maintain Overture contact database
- ARTIST MANAGEMENT ASSISTANT *Sep. 2025 - Dec. 2025*
Robert Gilder & Co. | New York, NY
- Supervised 40 auditions for 15 artists at 12 opera companies over 4 weeks: confirmed logistics, provided artist details, collected industry contacts, wrote and shared summarizing reports
 - Coordinated and executed office move from Chelsea to Bryant Park; managed office operations
 - Researched and updated artistic contacts across 16 states in written reports and Overture
- STUDENT LIAISON INTERN *May 2024 - Aug. 2024*
Music@Menlo | Atherton, CA
- Created and distributed welcome materials; served as primary contact for students and families; transported students from airport; managed sheet music library
 - Organized roll call; managed practice room schedules; coordinated volunteers; drafted and shared coaching schedules with 60 individuals, including Wu Han and David Finckel
- ASSISTANT TO DIANA KAZAKOVA *Dec. 2022 - June 2024*
Minton's Playhouse & Don't Tell Mama | New York, NY
- Minton's Playhouse: Created database of 35 contacts; analyzed 20 hours of recorded performances; restructured previous financial system; drafted 9 setlists
 - Don't Tell Mama: Coordinated 10 diverse studio students; selected and adapted repertoire for solo voice and piano; created concert order, programs, and publicity; sang one song per show

SKILLS

- **Microsoft and Google Suites**
- **Scheduling** (Notion, Calendly); **ArtsVision, Overture; Social Media** (Instagram, Facebook, LinkedIn)
- Strong organizational, interpersonal dynamics, and oral and written communications
- Broad-based music and opera knowledge
- Adept in thinking independently and proactively, adjusting priorities, meeting deadlines, and collaborating

EDUCATION

- B.A. MUSIC AND CLASSICS (GREEK AND LATIN) [DISTINCTION] *Aug. 2021 - May 2025*
University of Virginia | Charlottesville, VA
- ADVANCED CLASSICAL STUDIES DIPLOMA *Aug. 2008 - May 2021*
Veritas School | Richmond, VA

REFERENCES

- LAUREN BAILEY, Former employer
The Glimmerglass Festival | Director of Artistic Admin.
- ROBERT GILDER, Former employer
Robert Gilder & Co. | Managing Director
- DREW HEMENGER, Employer
Schmidt Artists International (SAI) | President
- DAPHNE WONG, Former employer
Music@Menlo | Director of Artistic Administration