

# Curtis N. Smith

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Versatile director and educator  
with a passion for innovation and entrepreneurship

## Relevant Work Experience

### Director's Assistant, Team Lead, Team Member

2013-2016

Office of Entrepreneurship and Career Development, Indiana University Jacobs School of Music

- Conducted initial research into leading programs and helped launch the OECD and its core offerings
- Developed, marketed, co-produced and post-produced over 100 events focused on entrepreneurship, marketing, job applications/resumes, career workshops, professional lunch series, lectures/talks, and more
- Helped move the OECD into a physical office space/commons—assisting with design and layout
- Launched the annual OECD Innovation Competition in coordination with the IU Kelly School of Business
- Co-produced high-impact community events, public talks, and other forward-facing initiatives
- Coordinated and exercised deep empathy with faculty and staff to develop programs based around their talents and expertise, resulting in integrated programming and increased buy-in across varied departments
- Co-authored the 2015 OECD annual report, drawing on industry-leading benchmarking data and demonstrating added value of the newly-minted program to both internal and external shareholders
- Co-developed and produced *The Jumpstart Digest*, a weekly mailer, for 2 years (over 100 editions), synthesizing thousands of articles relating to music careers and entrepreneurship
- Led a diverse team of undergraduate and graduate students to deliver entrepreneurial programming
- Assisted with strategic budget decisions—Career Services Manager (CSM) selection, staff numbers/pay rates
- Served on the Symplicity™ CSM committee; participating in RFP, selection, implementation, and launch

### Executive Director

2015—Present

The Center for Lifelong Learning (CLL), Ivy Tech Community College

- Established the CLL's vision, updated its mission, and detailed its strategic plan for the next decade
- Drove and delivered the CLL's first-ever online registration and enrollment management system—identifying the need and solution, navigating and rallying key stakeholders around the vision, and launching on schedule
- Grew revenues and registrations to highest level in the CLL's history the first year and sustained record enrollment and revenue each year since
- Direct ~300 classes workshops, courses, and events each year—R&D, interdepartmental collaboration, marketing, hiring, contracts/negotiations, project lifecycle—ensuring <25% new program content
- Developed and launched the CLL's first-ever digital/responsive customer surveys, resulting in increased survey participation and data-driven programming, marketing, personnel, and software UX decisions
- Direct talent search, interviewing, hiring, training, and, if necessary, discipline of all CLL staff and faculty
- Manage over 40 adjunct instructors from a variety of career experiences and backgrounds
- Collaborate with and motivate a shared staff from across the College: bursar/billing, college foundation, HR, marketing, printing, fine arts, IT, academic affairs, student life, and others
- Developed 3 internship and practicum opportunities for IU Arts Administration students in 2016-17
- Overhauled the CLL database—developed reports to replace hours of manual labor each week and queries to unlock over a decade of untapped metrics, then benchmarked this against industry standards and competitors

- Identified the need and developed a digital contract processing solution, collaborated with HR team on testing, UX, and rollout, reduced contract processing from days to minutes, saving over 3 weeks of time each year

## Education

Doctorate of Music, Composition, with Minors in Arts Administration & Theory 12/2017  
Indiana University, Jacobs School of Music & School of Public & Environmental Affairs (SPEA)

Master of Music, Composition 4/2012

Bachelor of Music, Classical Guitar 4/2010

Brigham Young University School of Music

**Language Skills:** Spanish: speak, read, write

**Relevant Skills:** fund development, organizational/institutional structures, interviewing, hiring/training, design (adobe cc/cs6), design thinking, photography/videography, Office Suite, databases, contracts/negotiation, more

## Teaching Experience

Adjunct Instructor, The Center for Lifelong Learning 8/2017-Present

Instructor and Guitar Studio Owner, Self-Employed 2005-Present

Ad Hoc Teaching Roles at IU, Jacobs School of Music 8/2013–1/2017

K214-215, Instrumentation, IU Jacobs, Guest Instructor 12/2013

Associate Instructor, Brigham Young University School of Music 1/2007–4/2012

Teacher's Assistant, Brigham Young University School of Music 8/2009–12/2011

## Volunteer & Community Involvement

**IU Jacobs Innovation Competition Judge:** Adjudicated and mentored student groups and finalists in coordination with the IU Kelly School of Business and Johnson Center for Entrepreneurship

**Alumni presenter, Fund Development in the Arts:** Lead class discussion and give insights into the Center for Lifelong Learning's financial decision making

**Monroe County Foundation STEM Advisory Group:** Collaborate with local industry and nonprofit leaders to allocate grant funds for out-of-school STEM programming

**Bloomington Afterschool Network Member:** Collaborate with local nonprofits, businesses, and educational institutions to leverage our combined resources and networks toward improving out-of-school programming

**Board Member: Arts Alliance of Bloomington:** Help advance the alliance's mission of connecting artists and strengthening the creative community in Bloomington and surrounding areas

**Kids Compose, IU Jacobs School of Music:** Mentored children and orchestrated their works