
Nana Otaka

she / her

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TEACHING EXPERIENCE

University of Michigan, School of Music, Theatre & Dance

Ann Arbor, MI

Teaching Methods, Student Teacher

September 2022 – Present

- Led 50-minute modern/contemporary classes for non-major dance students at the University of Michigan (ages 18-23), incorporating information on proper alignment, basic technique, and composition while cultivating an uplifting community
- Collaborated with dance accompanist Eden West to create a professional and enjoyable atmosphere with live music

Academy of Russian Classical Ballet

Wixom, MI

Dance Faculty / Rehearsal Director

September 2015 – June 2019

- Instructed a range of age groups (ages 3-16) and classes including Ballet, Contemporary, Pre-Point, Pointework, Character Dance, and Body Conditioning, utilizing a range of teaching methods
- Directed performance rehearsals for shows such as *The Nutcracker* and *Sleeping Beauty*, working to re-stage classical choreography and prepare students for the final performances

RELATED WORK EXPERIENCE

University of Michigan Arts Initiative / Department of Dance

Ann Arbor, MI

Photographer / Videographer / Transcriber

September 2021 – Present

- Recorded and transcribed feedback from various arts groups for U-M Arts Initiative's *Culture Corps* DEI Project to determine best practices for establishing host-intern relationships, creating quality student experiences, and attracting a diverse staff
- Coordinated and managed gratuitous professional headshots for students of the Department of Dance, including photo editing
- Executed both still and handheld videography projects for Bachelor's and Master's candidates and their thesis performances

Freelance

Novi, MI

Academic Tutor / Dance Instructor / Photographer

2016 – Present

- Curated personalized study plans for students grades 7-10, with a focus on reading comprehension, analytical and argumentative essay-writing, standardized test preparation, time management, and college application planning
- Developed comprehensive and thorough lesson plans for dance students age 3-16; directed and facilitated rehearsal processes
- Arranged professional headshots, portrait sessions, dance action shots, and senior/grad photos for reasonable student pricing

AIC Showcase *Close is Never Close Enough* Production Team

Ann Arbor, MI

Co-Producer / Co-Director / Stage Manager / Human Resources / Financial Advisor

May 2021 – November 2021

- Constructed and implemented a detailed production schedule, managed internal and external communication, mentored creative collaborators, instituted stage management role and event documentation
- Coordinated promotional social media posts with U-M Arts and Culture Department to reach the larger arts community
- Secured \$1,800 in grants and funding, executed a marketing campaign, exceeded expected ticket sales by 167%

EDUCATION

University of Michigan, School of Music, Theatre & Dance / College of Literature, Science, and the Arts

Ann Arbor, MI

Bachelor of Fine Arts in Dance and Bachelor of Arts in Psychology

September 2019 – Present

- **Honors:** James B. Angell Scholar, University Honors
- **Awards:** Mildred McIntosh Dance Scholarship Endowment, Undergraduate Merit Scholarship, Michigan Competitive Scholarship, Regents Merit Scholarship, Friends of Dance Merit Scholarship, Lloyd Scholars for Writing and the Arts Caldwell Prize
- **Grants:** Diversity and Inclusion Grant (DIGS), EXCEL Enterprise Fund, Arts at Michigan Student Grant, University of Michigan Grant
- **Leadership:** Dance Student Assembly (Treasurer, Class Representative, Head of Apparel Committee), Arts in Color (President, Vice President)

SKILLS

Software: SPSS, Qualtrics, Adobe Creative Cloud (Photoshop, Lightroom, Illustrator, Premiere Pro), Canva Graphic Design, Wix Website Builder, Microsoft Suite (Word, Excel, PowerPoint), Google Suite (Docs, Sheet, Slides, Forms, Sites, Calendar, Meet)

Hard Skills: Arts Administration, Event Organization, Marketing & Publicity, Graphic Design, Photography, Videography, Customer Service/Front Desk, Dance & Performance Direction/Production

Soft Skills: Project Management, Critical/Creative Thinking, Conflict Management, Time Management, Reliability, Communication

LANGUAGES

English (American): Speaking – Advanced | Reading – Advanced | Writing – Advanced

Japanese: Speaking – Advanced | Reading – Proficient | Writing – Proficient

Spanish: Speaking – Basic | Reading – Basic | Writing – Basic