

Allison Balanc

Multi-Disciplinary Musician, Certified Voice Coach & Independent Contractor

Washington, DC 20024

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I am the founder of two small music companies, a certified voice coach, singer-songwriter, producer, educator and independent contractor.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Teaching Artist- Songwriting & Vocal Recording

Jubilee Housing - Washington, DC

July 2022 to Present

Songwriting intensive contract partnership with Allison Balanc Productions, LLC.

- Building curriculum and delivering lessons regarding songwriting fundamentals.
- Preparing students to create their own songs to share at contract's end.
- Providing direction, input, and feedback, ensuring that students learn the material.
- Fostering a fun, collaborative and creative environment for students to build confidence, skills and grow as musicians.
- Teaching students how to record their work in a DAW ie. Protools & Soundtrap.

Vocal Program Manager

Summer Youth Employment Program (SYEP) - Washington, DC

June 2022 to Present

Responsible for managing the voice program at Jackson Reed Highschool under The Musicianship's partnership with SYEP, building curriculum, teaching, mentoring, and inspiring students. Working directly with students to develop their aptitude, boost their self-esteem, and guide them towards life success, while working within the guidelines, policies, and mission of the organization.

- Delivering lessons and curriculum and providing direction, input, and feedback, ensuring that students learn their material.
- Conducting student adjudications, in accordance with the organization by assessing students' baseline and cumulative data over time.
- Monitoring and enhancing student engagement and, when necessary, student behavior.
- Collecting and submitting student attendance records, by logging the names of students who are present each day, compiling daily attendance records for the week, and emailing them to the Site Coordinator at the end of each week.
- Preparing students for the end of program production.

Teaching Artist- Vocal Training

Project Create DC - Washington, DC

March 2022 to Present

Vocal training contract partnership with Allison Balanc Productions, LLC. Working directly with students to develop their aptitude, boost their self-esteem, and guide them towards life success, while working within the guidelines, policies, and mission of the organization.

- Delivers lessons and curriculum, in accordance with the Program Plan, by providing direction, input, and feedback, ensuring that students learn their material.
- Conducts student adjudications, in accordance with the Program Plan by assessing students' baseline and cumulative data over time.
- Monitoring and enhancing student engagement and, when necessary, student behavior.
- Collecting and submitting student attendance records, by logging the names of students who are present each day, compiling daily attendance records for the week, and emailing them to the Program Manager at the end of each week.

Founder/Owner/Songwriter

Driven Women Collective - Washington, DC

March 2022 to Present

Founder of Driven Women Collective, a company providing songwriting workshops and collaborative opportunities for female and female-identifying songwriters.

- Planning, marketing and executing songwriting workshops.
- Connecting songwriters with opportunities for collaboration and placement.
- Designing all social media content, graphic design and marketing strategies.
- Procuring venue/company partnerships.
- Procuring and collaborating with producers and composers.

Vocal Music Teacher

The Musicianship - Washington, DC

October 2017 to Present

Responsible for teaching, inspiring, and mentoring students, in accordance with The Musicianship's curriculum and organizational goals. Works directly with students to develop their aptitude, boost their self-esteem, and guide them towards life success, while working within the guidelines, policies, and mission of the organization.

- Delivers lessons and curriculum, in accordance with the Program Plan, by providing direction, input, and feedback, ensuring that students learn their material.
- Conducts student adjudications, in accordance with the Program Plan by assessing students' baseline and cumulative data over time.
- Monitoring and enhancing student engagement and, when necessary, student behavior.
- Collecting and submitting student attendance records, by logging the names of students who are present each day, compiling daily attendance records for the week, and emailing them to the Program Manager at the end of each week.

Founder, Voice Coach, Teaching Artist, Singer-Songwriter, Producer

Allison Balanc Productions, LLC - Washington, DC

March 2011 to Present

Responsible for managing all operational aspects and cultivating business relationships as well as opportunities for company growth.

- Procuring, managing and creatively directing all performance and event opportunities, fostering lasting business relationships, inspecting all venues, coordinating proper sound set-up.
- Providing clientele with high quality, enjoyable musical experiences via recording, live performances, and event hosting.
- Preparing contracts, invoices and handling all legal documents.
- Creating and maintaining Microsoft Excel spreadsheets for business contacts and revenue.
- Coordinating all sales/marketing strategies via social media campaigns, email and other channels.
- Designing, editing and updating artist website, flyers, social media utilizing Adobe, Canva, Squarespace, and Photoshop.
- Creative directing all artist photoshoots.
- Providing creative consultation and direction for other artists across musical disciplines.
- Singing, writing and co-producing all music.
- Songwriting, composing, scoring and collaborating with/for clients across various genres and countries.
- Developing personalized, original training plans and curriculum for vocal training clients to reach their musical goals.
- Working in tandem with venues to promote upcoming performances via social media campaigns and email blasts.

Event & Social Media Manager

The Liaison Capitol Hill Hotel - Washington, DC

January 2017 to February 2020

Responsible for managing and assisting with overall business operations; database maintenance, conducting client meetings, analyzing, interpreting, organizing and maintaining all client contracts, documentation and reports.

- Detailing, planning and executing client events; ensuring an unparalleled level of customer service and client satisfaction.
- Conduct client meetings and transactions. Prepare, analyze and execute all client contracts.
- Act as a point of contact for potential clients; entering new prospects and maintaining client information using Delphi.
- Maintain files and database containing details related to events.
- Creating and maintaining Microsoft Excel spreadsheets to analyze and forecast profits and company growth
- Coordinating the hotel's social media presence via social media campaigns.
- Create and execute all musical and artistic events to engage the surrounding community.
- Generate event outlines and orders for all catering and internal events.
- Act as Property Administrator for Delphi.
- Conducting market research to procure new clientele.

Education

High School Diploma

Springbrook High School - Silver Spring, MD

September 2000 to May 2004

Skills

- Delphi
- Microsoft Office
- Powerpoint
- Excel
- Sales Experience
- Data Entry
- Data Management
- Database Administration
- Marketing
- Graphic Design
- Adobe Creative Suite
- Sales Support
- Sales Management
- Customer Service
- Customer Relationship Management
- Event Planning
- Events Management
- Contracts
- Payment Processing
- Social Media Management
- Writing Skills (10+ years)
- Adobe Photoshop
- Business Development
- Creative writing (10+ years)
- Project Management
- Salesforce
- Search Engine Optimization (SEO)
- Program Management
- Branding
- Adobe Illustrator
- Business Analysis
- Market Research
- Teaching (10+ years)
- Content creation (7 years)
- Blogging
- Content Development
- Digital Marketing
- Email Marketing

- Web Design
- Video Production
- WordPress

Links

<https://allisonbalanc.com>

Awards

8x Washington Area Music Award Nominee

March 2020

Nominated for Best R&B song x 4, Best R&B Artist x 2, Best Soul Artist, & Educator of the Year Award.

Certifications and Licenses

Vocal Technician Certificate

January 2020 to Present

New York Vocal Coaching Academy

Groups

GRAMMYS/ Recording Academy

April 2021 to Present

I am an active voting member of The Recording Academy- DC Chapter.

BMI

May 2015 to Present