

KEATON SHAPIRO

323.807.6686
285 Fenimore St. #2 Brooklyn, NY 11225

keatonshapiro@gmail.com
keatonshapiro.com

EXPERIENCE

STAGE DIRECTORS AND CHOREOGRAPHERS SOCIETY

New York, NY

Executive Assistant

August 2023 - December 2023

Assistant to the Executive Director of the union representing stage directors and choreographers and member of the President's Committee on the Arts and Humanities. Acted as liaison for the Board of Directors. Ran monthly board meetings, took and disseminated minutes, ensured meetings, elections, votes, and actions complied with by-laws and other governing documents. Worked with White House, Presidential Committee, National Endowment for the Arts, and New York Mayors Office staffs to coordinate and facilitate meetings.

ALL OF US FILMS

New York, NY

Executive Assistant/Production Coordinator

March 2022 - June 2023

Assistant to the President and Owner of a small film production company, working with nonprofit clients in education, environment, social & racial justice, and human rights. Worked with full time and freelance staff to manage scheduling, client communication, feedback processes, on-set production, budgeting, and timelines. Offered creative input on multiple projects. Served as Associate Producer and Lead Producer on multiple projects where needed. Filled additional production roles as needed.

Office of Rep. Raja Krishnamoorthi (D-IL.)

Washington, DC

Legislative Intern

June 2021 - December 2021

Worked directly with Legislative Director and Chief of Staff. Researched and drafted memoranda on topics including USPS reform and e-cigarette legislation. Communicated with constituents. Facilitated events including a Diwali celebration hosted with the Ambassador to India.

House Committee on Oversight and Reform

Washington, DC

Legal Intern, Subcommittee on Economic and Consumer Policy

Spring 2021

Researched and drafted memoranda in consumer protection areas including organ procurement, children's digital media, and privacy laws. Drafted letters to be sent to federal agencies and corporations. Analyzed and organized data for a variety of Subcommittee investigations.

Neighborhood Legal Services Program

Washington, DC

Legal Intern, Brief Services Unit

Summer 2020

Researched and drafted memoranda on landlord tenant, family law and domestic violence, and economic and social security issues. Researched and drafted briefs for Social Security Appeal and records sealing. Directly communicated with clients, performed intake and assisted filling out pro se court documents.

HUMANITAS PLAY LA Workshop

Los Angeles, CA

Festival Producer and Program Coordinator

October 2017 - August 2019

Produced new play festival consisting of new play readings panel discussions. Oversaw festival operations, including budgets and purchasing, marketing, and mailings. Interfaced with overhead organization, producing partners, playwrights, actors, and staff. Served as dramaturg in conversation for new play development.

Goldhirsh Foundation

Los Angeles, CA

Social Innovation Intern

Summer 2015

Cultivated and oversaw social media presence on multiple platforms. Scheduled posts on Facebook, Twitter, and Instagram through HootSuite. Researched information and news related to education, art, the environment, civic engagement, and health in Los Angeles.

HONORS AND AWARDS

Equal Justice America 2020 Summer Fellowship Award

Summer 2020

Recipient of Equal Justice America Fellowship Award to support summer with Neighborhood Legal Services Program.

EDUCATION

Bar Admission

Passed New York State, February 2023, *admittance pending*

The George Washington University Law School

Washington, DC

Juris Doctor

May 2022

Honors: Pro Bono Gold Award

Activities: Law Revue (Director; Co-Producer), Art Law and Entertainment Society (2L Representative)

Carnegie Mellon University

Pittsburgh, PA

Bachelor of Humanities and Art in Linguistics and Drama

May 2017

Honors: Humanities Scholars Program, University Hon., College of Fine Arts Hon., Intercollegiate Hon., Senior Leadership Award

Thesis: *Malefaction: A Reflection on Mediation and Abuse Through Love Poems and Dance*

Activities: Scotch'n'Soda Theatre (Managing Director), Orientation (Orientation Counselor), Fringe, The Tartan Newspaper (Writer)