

Staff Profile

Christina Harrington

As director of business operations for the Office of the Arts, Christina Harrington has Financial Affairs and Payroll staff on her speed dial.

Harrington is in charge of all of the financial transactions for the Office of the Arts. She handles the office's payroll, accounts payable and receivable, and chargebacks. This includes processing hundreds of check requests per month and reconciling ticket revenue with visiting theater companies. She also acts as the office liaison to Human Resources and Student Employment to resolve staff issues.

The Office of the Arts employs the largest number of temporary and student employees on campus: 383 in all. These students and temps hold positions such as theater technicians, theater ushers, and administrative assistants.

Harrington arrived at Emerson in 2003, prior to the creation of the Office of the Arts. She was hired as the assistant ticketing manager for the Cutler Majestic. She rose in the ranks to associate ticketing manager, acting ticket manager, assistant theatre manager, and business manager.



When interviewing with Lance Olson in 2003, she told him she was “fated” to work at Emerson, as her alma mater, Elmira College, had the same initials and school colors, and her office there was in a building named “Emerson.”

As an undergrad, Harrington majored in psychology and minored in theater performance. She stayed at Elmira to complete a master's in adult education. During her graduate program, she worked full-time as the college's assistant coordinator of performing arts programming and box office manager.

After graduation, she moved back home to Whitman, Massachusetts, and worked as an assistant manager at Pier One Imports. Thanks to her work experience in grad school and retail customer service training, she was perfectly suited to become an employee at the Cutler Majestic.

Harrington loves her job because of the relationships she has with her colleagues. She has witnessed many changes in her department and the College over the years, but as she put it, “the people stay and are always willing to help each other.”

The performing arts play a part in Harrington's life outside of the office as well. She teaches beginner and intermediate tap dancing for adults at Dance Complex in Cambridge. She also enjoys watching *Ancient Aliens* on the History Channel and acting as a human trampoline for her two nephews and two godchildren.

Harrington lives in Arlington and is the proud mother of two guinea pigs, Eloise and Marshmallow.

By Nancy Howell, Creative Services

Staff Notes

About Office of the Arts

More About Christina's Department...

The Office of the Arts programs ArtsEmerson: The World On Stage and oversees the Cutler Majestic, the Paramount Center and Tufte PPC venues, and HowlRound: A Center for the Theater Commons. Learn more at emerson.edu/about-emerson/offices-departments/office-arts.

New Faces

- Karen Baker, Property Manager, Facilities Management
- Leanne DiLeo, Assistant Director, Financial Aid, Student Financial Services
- Darren Hedley, Post-Doctoral Research Associate, Communication Sciences and Disorders

Births

Lauren Labonte (Registrar's Office) and her husband, Jeremy, welcomed their daughter, Elise Mary, on January 17.

New Faces Spotlight

Post-doctoral research associate Dr. Darren Hedley has arrived at Emerson by way of Ohio, Mexico, and Australia! He is assisting Communication Sciences and Disorders Assistant Professor Ruth Grossman with the running of the FACE Lab, located in Emerson's space in the Transportation Building.

Hedley is responsible for designing experiments, analyzing data from an earlier iteration of the lab, and supervising two part-time research assistants and a number of volunteers.

Hedley came to Emerson because of the innovative work Grossman is doing with a motion-picture capture system and eye-tracker. The equipment is used to capture the movement of the face during social interactions in young people with autism, with the goal of discovering the relationship between verbal and nonverbal social communication in this group.

Hedley was previously a clinical post-doc at Ohio State University Department of Pediatrics, based at Nationwide Children's Hospital. His work involved diagnosis, assessment, and intervention with children with



intellectual and developmental disabilities. While there, he received a research grant to validate an Australian screening tool for autism in children under three years of age.

A native of Adelaide, South Australia, he received a PhD in experimental psychology from Flinders University, where he also studied for his undergrad degree in psychology. His research interests included the study of unconscious face recognition using eye-movement behavior in individuals with autism, and also the early detection of autism in very young children. Before starting his doctoral studies, however, he spent four years in Mexico. While in

Mexico, he taught children with autism, completed a psychology internship at an American middle school/high school, and trained Mexican professionals in the early detection and diagnosis of autism. He also completed a master's in counseling psychology from the California School of Professional Psychology while there.

Having grown up by the sea, Hedley is looking forward to the summertime, when he can engage in his favorite water sports. He also enjoys playing bass guitar in his free time. He and his wife, Yessica, live in East Boston.

Staff Notes cont.

Survey Says...

Rideshare Transportation Survey Launching Soon

Win Great Prizes!

The Massachusetts Department of Environmental Protection **mandates** that all colleges survey **full-time staff** every two years to learn about their transportation choices.

It's extremely important for all full-time staff to participate in this survey as the College needs an extremely high

participation level to remain in compliance with the Commonwealth of Massachusetts.

All employees who complete the survey will be entered in a raffle for a chance to win great prizes including Visa gift cards, ArtsEmerson tickets, and more.

The online survey will launch on March 17. An email with the URL will be forthcoming. For more information, contact Mary Higgins in Government and Community Relations at mary_higgins@emerson.edu.

people@Emerson Survey

Help us improve the employee newsletter! We appreciate your feedback. Please complete the survey by March 14 if you would like to be entered in a raffle for a \$10 gift card. Find the survey at emerson.edu/about-emerson/offices-departments/human-resources/current-employees/people-emerson/readership-survey.

Upcoming Events

Here are snapshots of upcoming events. See the online Events Calendar at emerson.edu/news-events/events-calendar for more details.

Freecycle/Clean Out Your Office Event

March 5–6

Sponsored by the RecycleMania Committee

A Midsummer Night's Dream

March 6–15

ArtsEmerson Production

Whitey Bulger: The Making of a Monster

March 11

Bright Lights Series

NewFest 2014

March 13–16

Sponsored by Emerson Stage

Behind the Candelabra

March 13

Bright Lights Series

ANITA: Speaking Truth to Power

March 18

Bright Lights Series

XDance

March 27–30

Sponsored by Emerson Stage

RecycleMania Finale and Art Exhibit

Reception

March 28

Sponsored by the Campus Sustainability Coordinator

Emerson Acappellooza Fundraiser

March 28

Sponsored by a number of College departments

14th Annual Emerson College

Film Festival

March 30

Sponsored by the Department of Visual and Media Arts

Spring 2014 Staff Forums

March 17, 2:00–4:00 pm

Bordy Theater

May 15, 2:00–3:30 pm

Bordy Theater

Staff News

Staff Represent Emerson at Annual CASE Conference

Emerson College had a strong presence at this year's annual Council for Advancement and Support of Education (CASE) District I conference. CASE is an organization for professionals who work in communications, alumni relations, and fundraising at colleges, universities, and independent schools. District I has more than 400 member institutions located in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, and Eastern Canada.

Andy Tiedemann (Communications and Marketing) co-chaired the conference with a colleague from Tufts.

Communications and Marketing staff members Chuck Dunham, Nicole Sullivan, Nancy Howell, Sarah Teczar, and Nikki Leete served on the conference planning committee, along with Development and Alumni Relations staffers Jeff Schoenherr and Danielle Reddy. President Lee Pelton, Tiedemann, and Carole McFall (Communications and Marketing) participated in panel discussions at the conference.

At the awards ceremony during the conference, alumnus and former Trustees chair Ted Cutler '51 received the Distinguished Friend of Education Award, which is presented to a volunteer who has made outstanding



From left: Lee Pelton, Ted Cutler '51, and Nicole Sullivan and Andy Tiedemann (Communications and Marketing)

contributions to education in District I. He is a longtime supporter of the College; he and his late wife, Joan, made a lead gift toward the restoration of the Majestic Theatre. He also helped establish the ArtsEmerson program in 2010. Cutler has been involved with a number of other charitable organizations as well.

Sullivan received the Rising Star Award, which recognizes the accomplishments of new advancement professionals whose early success promises future leadership and achievement. Sullivan has been a member of the Communications and Marketing staff since August 2012. She is also an alumna of Emerson's graduate program in Integrated Marketing Communication.

Tiedemann was given the Quarter Century Circle Award in recognition of completing 25 years of service for nonprofit organizations in the professions encompassed by CASE. Before coming to Emerson, Tiedemann worked in alumni affairs and development at Harvard for 16 years and Northeastern for 6 years.

President Pelton attended the awards ceremony to participate in the celebration of the honored Emersonians.

HR and You

Upcoming Events

Mark Your Calendars!

March 10, 9:00 am–4:00 pm:
Fidelity counseling

March 12, 11:00 am–4:00 pm:
VALIC counseling

Registration emails will be sent out soon. Slots fill up quickly so don't delay!

Photo Contest Winner

Congratulations to Erin Tetler (Center for Health and Wellness) for correctly identifying the mystery photo in the January issue. The image was a part of the Athletics collage on the staircase leading to the Brown and Plofker Gym.



Sustainable Emerson

It's Time to Clean Out Your Office

Need to dispose of old files or want to get rid of unused office supplies? You're in luck! On March 5 and 6 from 11:00 am to 3:00 pm, the RecycleMania committee is hosting a "Freecycle/Clean Out Your Office" event in the Bordy Theater.

Archives and Records Management staff will answer questions about what documents you should keep for historical or legal purposes and will provide bins to shred confidential or sensitive paper files.

You can also bring e-waste (including C-tagged items), batteries, and light bulbs to the event, and they will be disposed of properly.

You are also encouraged to gather office supplies you no longer need in order to "swap" items with other departments. Your extra hanging folders are another colleague's treasure!

Bring items with you or drop them off in hampers/bins located around campus

starting on February 28. Locations of hampers/bins are:

216 Tremont: 6th floor elevator area
Ansin: 9th floor, outside of office 918A
Walker: 10th floor elevator area
Piano Row: Student Life reception area on 2nd floor

Refreshments will be provided and those who sign the online recycling pledge at the event will be eligible for a door prize!

Work Smarter

Get Your Design and Editorial Style Questions Answered

Need a jpeg of an Emerson logo? Can't remember the correct spelling of "Greene Theater"?

Creative Services can help. Find answers to these and a host of similar questions on the Creative Services webpage: emerson.edu/about-emerson/offices-departments/communications-marketing/creative-services.

Here you'll find a number of Emerson logos available for download and links to the College's identity standards manual and editorial style guide.

The identity standards manual outlines proper logo treatment, the College's preferred typography, and the specifications for stationery.

The editorial style guide is a useful resource for any question you may have about College departments, facilities,

and media. It also covers basic rules for abbreviation, capitalization, numbers, and punctuation.

You'll also find a link to the online version of the *Chicago Manual of Style*. The Emerson community receives free access courtesy of the Iwasaki Library.

Have tips on staying organized at work? Send a note to people@emerson.edu.

people@Emerson

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EMERSON COLLEGE

Tech Spot

Spring IT Workshops

All IT workshops are open to current Emersonians and include introductory workshops to favorites such as Photoshop, After Effects, and Wordpress. Visit it.emerson.edu/workshops for a complete list of offerings and to RSVP.

New this semester:

Be the Boss of Your Computer

Learn best practices for browsing the Internet, storing secure data, and preventing malicious attacks on your devices.

Thursday, March 13, 2:00–3:00 pm
Walker 418 (ATL)

Microsoft Office Drop-In Clinic

Need help with Excel, Outlook, or Word? Bring your questions to our clinic for one-on-one help with a technician.

Friday, March 14, 10:00 am–12:00 pm
Walker 418 (ATL)

Skype for Success

Join us and learn how to use Skype for classrooms, meetings, and interviews.

Friday, March 28, 1:00–3:00 pm
Walker 633 (CML2)