

Violeta De Leon Davila

Resume Summary

Innovative arts professional and experienced cultural coordinator with a strong foundation in artist relations, rehearsal logistics, and nonprofit operations. Proven ability to support company-level scheduling, internal communication, and performance documentation. Combines creative insight with administrative expertise to ensure smooth coordination between artistic staff, performers, and external stakeholders.

Skills & Expertise

- Program Development & Coordination
- Company & Artist Relations
- Administrative & Production Coordination
- Creative Producing (Dance, Film & Technology)
- Event & Festival Management
- Grant Writing & Management
- Community Engagement & Cultural Initiatives
- File & Archive Management
- Project Management (Asana, Trello, Ava)
- Arts-Specific Software (Isadora, AI Editing Tools)
- Microsoft Office Suite (Excel, Word, Outlook)
- Google Workspace (Docs, Sheets, Drive)
- Database Management (Event Logistics, Registrations, Permit)

Education

- B.A. in International Relations
Universidad Autónoma de Nuevo León
 - B.A. in Contemporary Dance
Escuela Superior de Música y Danza de Monterrey
- Master of Arts in Cultural Management** Leuphana University | ABT

Professional Experience:

Director of Development (Contract)

Urban-15 Group | 2025 – Present

- Launched the implementation of a new **grant system for funding opportunities**.
- Supported the expansion of arts-focused projects by **connecting artists and resources**.

Coordinator of Cultural Activities (Project-Based & Contract)

San Antonio Dance Organization | 2016 – Present

- Curated and coordinated annual arts festivals, managing artist schedules, contracts, and logistics across multiple venues.
- Maintained internal calendars, scheduled, tracked program timelines, and ensured clear communication with artists and production teams.
- Collaborated with marketing and outreach teams to align messaging and drive audience engagement.
- Administered awarded grants, tracked budgets, and managed documentation and reporting.
- Facilitated workshops and cultural programs with local schools and nonprofits, ensuring program alignment and community impact.

Feath3red Rhapsody (Project-Based)

Director & Producer | 2023

- Led a multidisciplinary dance production, collaborating with choreographers, composer Federico Chávez-Blanco, 30 dancers, and a production house.
- Oversaw all artistic direction, scheduling, and communications with cast, crew, and venue staff
- Managed artistic and logistical coordination, ensuring a seamless integration of movement and live music.
- Coordinated internal documentation and post-show archiving..

Dance & Choreographic Projects

Various Projects | *San Antonio & Monterrey, MX* | 2004 – Present

- Directed and choreographed multiple site-specific works, dance films, and immersive performances.
- Commissioned for various artistic collaborations, including the International Arts Festival at UIW.
- Previous works showcased at Hemisfair's Art in the Park, SA Dance Festival, and Luminaria Contemporary Arts Festival.
- Awarded First Place in the IV Choreography Regional Contest of Contemporary Dance, Monterrey, MX.
- Created 20+ original choreographies, collaborating with national and international artists.
- Mentored emerging artists through contemporary choreography workshops.

Dance Teacher & Educator

Various Locations | San Antonio, TX | 2011 – Present

- Taught Graham Technique and Modern Dance to pre-professional and professional dancers such as Ballet San Antonio.
- Led workshops for SAISD schools and local youth groups.
- Developed and delivered engaging dance curricula, fostering creativity and growth.

ESL Teacher Assistant

Various Organizations | San Antonio, TX | April 2012 – June 2019

- Assisted children and adult learners with tailored English proficiency strategies at Restore Education, Comal ISD and Marfa ISD.
- Supported classroom management and adapted materials for diverse learners.

Sales and Purchasing Manager

Various Organizations | Monterrey, Mexico | 2002–2011

- Managed budget forecasting, procurement, and supplier relationships, rising to Purchasing Manager.
- Handled material procurement and developed reports for strategic business decisions.

Grants & Accomplishments

- NYFA Immigrant Artist Mentoring Program Fellow – New York Foundation for the Arts (2024–2025)
- Individual Artists Project Grant – Department of Arts & Culture, San Antonio (2025, 2023)
- Individual Artists Production Grant – Department of Arts & Culture, San Antonio (2025)
- First Place – IV Choreography Regional Contest of Contemporary Dance, Monterrey, MX
- Artist Grant – Luminaria Artist Foundation (2020)
- Featured Artist – Luminaria Contemporary Arts Festival (2021)
- First Place – Consular Entrepreneurship Program for Mexicans Abroad (2023)
- Selected Artist – Jornada de Artistas (2023, 2024) – Institute of Mexicans Abroad
- Featured Artist & Special Guest – “21 Miradas Ellas” Exhibition, Mexican Cultural Institute (2023)

Professional Affiliations

- Advocacy Co-Chair, National Dance Society (2024–Present)
- Board President, San Antonio Dance Umbrella (2016–2020)
- Board Member, San Antonio Dance Organization (2017–Present)
- Performing Arts Advisor, Modern Dance in San Antonio (2025–Present)

References

- Catalina Garza | Supervisor, San Antonio Dance
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- Sharon Zurcher | Co-worker, San Antonio Dance
shz@zurcher.net | (210) 634-1995
- Mario V. Gonzales-Fuentes | Advisory Board Member, San Antonio Dance
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