

## EDUCATION

New York University, Robert F. Wagner Graduate School of Public Service – Masters in Public Administration Candidate  
Concentration: Management & Leadership for Public Service Organizations **Anticipated Completion 2022**

*Relevant Coursework: Leveraging Nonprofit Leadership for Organizational Success; Diversity in Higher Education; Environment of Performing Arts Administration; Community Organizing; Project Management; Strategic Management & Leadership; Marketing for Nonprofit Organizations*  
*Capstone Project: Serving as performance measurement/management consultant for Broadway for Arts Education, Inc.*

*Areas of Interest:*

*Accessibility in Performing Arts Education*

*Gender Equity in Theatrical Design*

*Diversity in Performing Arts Administration*

New York University, Tisch School of the Arts, Department of Drama, Production & Design Studio – BFA  
Concentration: Stage Management & Producing; Minor: Irish Studies

**2014**

## SELECT PROFESSIONAL EXPERIENCE

**Department Administrator** NYU Undergrad Film & TV Dept. Chair, Ezra Sacks **2021 – Present**

Serve as chief of staff, providing administrative management and operational oversight to the Chair of one of NYU's largest departments, support a community of 1200+ students, 100+ faculty and 60+ staff. Facilitate peer-to-peer mentorship program and other student engagement initiatives; Serve as co-chair for Community Development committee; Support department in administrative management, communications, event planning, and community engagement areas.

**Associate Production Manager** NYU Tisch Drama Dept. Chair, Rubén Polendo **2018 – 2021**

Administrator with teaching responsibility in academic department supporting approximately 1600 students. Facilitate production operations; Create and maintain systems for supporting 150+ productions annually; Onboard guest artists; Hire, train & supervise staff of student employees; Manage ticketing, front-of-house, graphic design, and communications for department productions; Produce departmental special events; Facilitate theater course for 400+ students; Teach various stage management courses & mentor management students; Serve as Faculty Advisor for Coalition of Disabled Artists; Serve as member of Office of Diversity Initiatives with focus on production support and content development; Helm project management for special projects.

*Notable projects:*

24 Hour Play Festival: Co-produced annual new play festival partnership between Drama & Dramatic Writing Departments serving 150-200 students. In 2020 due to COVID-19, re-conceptualized the event as the Day of Play, adapting to the digital collaboration and performance landscape.

Afro-Atlantic Playwrights Festival: Ran point on a collaboration with the Camargo Foundation, presenting a festival of new readings on the African experience.

Archive of Voices: Project managed the development of the Tisch Drama Archive of Voices, a curated collection of plays by a multiplicity of underrepresented, marginalized, and minoritarian voices.

Behind The Scenes Video Series: Produced a series of video interviews highlighting student designers and stage managers to share the production development process, giving students an opportunity to practice speaking about their work and to gain portfolio content.

Drama Awards: Produced the departmental awards event; quickly reconceptualized the event in 2020 due to COVID-19. Developed systems and a handbook to standardize the annual event planning process.

Digital Production Workshop: Produced a free two-day comprehensive workshop on digital production which

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reached 788 attendees from 14 countries. Following the workshop, designed a website to host recordings of all sessions so they continue to serve as a resource.

New Student Orientation: Organized & managed an annual series of 45 orientation events over 2-3 days for 400 students. Developed systems and a handbook to standardize the annual event planning process.

Production Website: Built webpages for each Tisch Drama venue to make technical information more accessible for all community members.

Student Works: Oversaw the student producing platform, mentoring student play selection committees, producers, and directors throughout the selection and production process.

**Special Assistant**                      **American Repertory Theater      Artistic Director, Diane Paulus                      2016 – 2018**  
**At Harvard University                      Exec. Producer, Diane Berger**

Chief of Staff for executive leadership at renowned Regional Theater. Provided high-level administrative support to the Artistic Director & Executive Producer; Managed schedules, processed financial transactions, arranged travel; Attended meetings on behalf of AD; Managed stakeholder communications; Delivered A.R.T.'s comprehensive internship programs; Collaborated with Development office on research, Board liaisons, event planning, and capital campaign preparation; Assisted with gala planning.

*Notable projects:*

*A Celebration of Harvard Artists:* Managed the development and production process of the 25<sup>th</sup> anniversary celebration of Harvard's Arts First. Performers & presenters included Nicholas Britell, Matt Damon, Justin Hurwitz, Courtney B. Vance, and Damian Woetzel.

*Gloria: A Life Developmental Reading:* Provided administrative and producing support for developmental workshop of new play about Gloria Steinem in collaboration with Gloria's office, Lincoln Center Theater and the McCarter Theatre Center.

*Jagged Little Pill Developmental Reading:* Provided administrative and producing support for developmental reading of new musical *Jagged Little Pill*. Facilitated collaboration between key artists including Alanis Morissette, Sidi Larbi Cherkaoui, Diablo Cody, and Tom Kitt.

*Jagged Little Pill Developmental Workshop:* Provided administrative and producing support for developmental workshop of new musical *Jagged Little Pill*. Managed liaisons with casting agents, donors, and press.

*MassArt Commencement:* Served as lead editor for Diane Paulus' speech for MassArt 2017 commencement.

*The White Card Developmental Reading:* Provided administrative and producing support for developmental reading of new play in collaboration with writer Claudia Rankine. Coordinated staffing, development opportunities, and industry attendance.

**Business Manager**                      **North Coast Hip-Hop Improv      Managing Director, Douglas Widick                      2016 – 2017**

Developed the role of Business Manager for NYC's premier hip-hop improv company, creating documentation and systems for future managers. Served as creative producer on new projects including *Anybody*, an improvised historical hip-hopera. Booked national touring engagements & managed travel. Developed relationships with new and existing clients, negotiated contracts, tracked invoices & expenses, managed payroll, arranged travel itineraries, managed marketing efforts, coordinated rehearsals, managed weekly NYC shows, recruited & supervised interns. Managed roster of improv performers for weekly shows, one-off's, corporate events, and touring shows.

**Regional Field Director**                      **Clements for Congress                      U.S. Congressional Candidate,                      2016**  
**Paul Clements**

Managed field operations for U.S. Congressional campaign in the two months leading up to the election. Recruited & supervised volunteers; strategically charted outreach regions based on voter records; facilitated canvassing & phone banks; led data entry teams; analyzed data. Collaborated with Michigan Democratic Party to organize Get Out The Vote

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Efforts across the region. Organized and hosted campaign events in Michigan and NYC, cultivating donors and broadening the campaign's network.

**Assistant General Manager**      **New York Musical Festival**      **General Manager, Liz Ulmer**      **2015, 2016**  
Supported the planning and execution of four-week festival across multiple premier NYC venues. Managed finances and contracts, provided administrative support to office, coordinated internship program, recruited and trained staff, supervised front-of-house operations, reconciled daily box office statements, produced and staffed special events.

**Operations Manager**      **Tinc Productions**      **President, Ryan Kirk**      **2015 – 2016**  
Managed finances, HR, education and marketing for production management firm as the company transitioned from a focus on corporate event management to theatrical production management. Generated monthly and annual financial reports, tracked invoices, managed vendor communications, managed complex payroll, planned employee cultivation events, coordinated internship and training programs, created social media and blog content, maintained company website and other marketing assets.

**Producing Assistant**      **American Realness**      **Producer, Ben Pryor**      **2012 – 2014**  
Supported planning and management of international performance festival. Coordinated facilities planning; developed community partnerships; produced pop-up exhibits; compiled press kits & managed distribution; developed comprehensive internship program; assisted with artist services; supported hiring and training of festival staff; generated post-festival impact reports.

**Personal Assistant**      **Swados Enterprises**      **Composer & Director, Liz Swados**      **2013 – 2014**  
Assisted renowned writer, composer, director, and poet on a variety of projects including theatrical workshops, university courses, book publications, and feature films. Facilitated correspondences, managed a complex schedule, drafted communications, produced events, provided transcription and copy-editing services, scouted talent, organized auditions, provided research support.

## SELECT PRODUCTION CREDITS

<i>Broadway Our Way; B'way Inspirational Voices</i>	Production Stage Manager	Little Island	2021
<i>The Haunting; George Floyd Commemoration</i>	Production Stage Manager	Astor Place	2021
Gateway Arts Fundraiser	Production Stage Manager	Virtual	2021
Broadway & Beyond: Access for Stage Managers of Color	Stage Manager	Virtual	2020
Broadway Inspirational Voices Concerts	House Manager	Symphony Space	2019
		Green Room 42	2019
		NY Society for Ethical Culture	2018
<i>Chick Flick The Musical</i>	Production Stage Manager	Craterian Theatre	2016
		Millbrook Playhouse	2014
<i>Adonna</i>	Producer	Joe's Pub;	2016
		The Duplex	2015
<i>Real Men The Musical</i>	Company Manager	New World Stages	2015
<i>Pyre Cantata</i>	Producer	HERE Arts Center	2014
<i>Yianni Papadimos &amp; Friends</i>	Producer	54 Below	2014
<i>The Cobalteans</i>	Producer	Dixon Place	2014
<i>In Transit: Plays on the Move</i>	Assistant Stage Manager	52 <sup>nd</sup> Street Project	2013
Martha Stewart American Made Market	Production Assistant	Grand Central Vanderbilt Hall	2013

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<i>The Catholic Question</i>	Production Stage Manager	Greenwood Cemetery	2013
NYC Mayor's Awards for Art & Culture	Assistant Stage Manager	New York City Center	2013
<i>Blanche: The Bittersweet Life of a...</i>	Assistant Stage Manager	NYC Fringe Festival	2012
<i>The Plough and the Stars</i>	Assistant Stage Manager	Abbey Theatre Dublin	2012
<i>No Time Like The Present</i>	Production Stage Manager	Joe's Pub	2012
<i>Urinetown</i>	Assistant Stage Manager	Farmer's Alley Theatre	2011
<i>Blood Brothers</i>	Assistant Stage Manager	Farmer's Alley Theatre	2011

## COURSES TAUGHT (NYU TISCH DRAMA)

<b>Introduction to Stage Management</b>	<b>2018-2021</b>
Semester-long introductory stage management seminar for undergraduate Drama students. Taught both in-person and virtually.	
<b>Introduction to Stage Management</b>	<b>2018-2021</b>
Two-session introductory stage management seminar as a part of a required production rotation for all first-year Drama students. Taught both in-person and virtually.	
<b>Stage Management Intensive</b>	<b>2019-2020</b>
Three-week stage management course for NYU Tisch Drama Summer High School Program. Taught both in-person and virtually.	

## PANELS & WORKSHOPS

Management Theory Workshop (NYU Tisch Drama, Production & Design Studio)	2021
Building Effective Teams Workshop (NYU Tisch Drama, Production & Design Studio)	2021
Ethics of Collaboration: Communication Panel (NYU Tisch Drama)	2020, 2021
Stage Management Panel (Kalamazoo Civic Theatre)	2020
Digital Production Workshop: Production Management (NYU Tisch Drama)	2020

## NYU UNIVERSITY SERVICE

UGFTV Community Engagement Committee (Co-Chair)	2021 – Present
Tisch Casting Database Working Group	2021 – Present
AMC Mentorship Program	2021 – Present
AMC Research & Assessment Committee	2021 – Present
Administrative Management Council	2019 – Present
Tisch New Student Follow Up	2018 – 2021
Tisch Drama Coalition for Disabled Artists (Faculty Advisor)	2020 – 2021
Tisch Drama Office of Diversity Initiatives	2020 – 2021
Tisch Drama Administrative Process Committee (Co-Founder & Co-Chair)	2020 – 2021
AMC Professional Development Ad Hoc Committee	2020
Stage Management Faculty Search Committee	2019 – 2020
Tisch Community Week/Tisch Tac Toe Working Group	2019
Tisch Drama Women's Mentorship Program (Selection Committee)	2018 – 2020
Stonewall 50 Administrator Committee	2018 – 2019
Production & Design Curriculum Review Committee	2018 – 2019

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Tisch Drama Production/StageWorks Committee 2014 – 2015

## COMMUNITY SERVICE

Girls Write Now, Writing Mentor 2020 – 2021

How To Stand Out, Arts Administration Career Mentor 2020 – 2021

Eugene O’Neill National Musical Theater Conference, Script Reader 2018 – 2019

De Novo (formerly Cambridge Legal Services and Counseling Center), Event Planning Volunteer 2017

## GRADUATE SCHOOL STUDENT LEADERSHIP

NYU Arts & Culture Network (Co-Founder & Co-Chair for Strategic Planning & Recruitment) 2021 – Present

Womxn Now Panel (Curator) 2021

NYU Wagner Womxn (Events Co-Chair) 2020 – 2021

Womxn + Politics Panel (Curator) 2020

## PUBLICATIONS

[Four Considerations for Producing Digital Events](#) *LinkedIn, 2020*

[“But Does It Pay?” Internship Culture and Diversity in Theatre Administration](#) *Howlround Theatre Commons, 2019*

[Four Steps to Producing Your Show \(Before asking for money\)](#) *Tinc Productions, 2016*

[Breaking Down the Barriers to Broadway](#) *Tinc Productions, 2016*

[Propared and the Art of Performance Festival Management](#) *Propared, 2015*

## CERTIFICATES / PROFESSIONAL DEVELOPMENT

Facilitating Diversity, Equity, and Inclusion Conversations, NYU iLearn 2021

“Can Everybody See My Screen?” Virtual Accessibility Training, TPGi 2021

Leading with Emotional Intelligence, LinkedIn Learning 2020

Leading Yourself & Others in Times of Uncertainty, NYU iLearn 2020

Basic Accessibility Fundamentals Bootcamp, Deque 2020

Conducting Effective Meetings, NYU iLearn 2020

Collective Leadership Laboratory (Co-Lead Lab), NYU Wagner 2019

Managers as Leaders, NYU iLearn 2019

Understanding & Mitigating Racial and Other Microaggressions, NYU iLearn 2019

Certificate in Bookkeeping, Pace University, Continuing & Professional Education 2016

## SKILLS

**Core Competencies:** Strategic Planning, Teaching, Mentoring, Project Management, Team Building, Financial Management

**Proficient in:** Adobe Creative Suite, Adobe Experience Manager (AEM), Airtable, Canva, Email Direct, Eventbrite, Google Analytics, Hootsuite, Mailchimp, OvationTix, Propared, Quickbooks, Qualtrics, Slack, ShowTix4U, Surepayroll, Vimeo, Wix, Wordpress, Zoom Webinar

**Basic knowledge:** Adobe Premiere Pro, document accessibility, MoneyWorks, OBS, Salesforce, Tessitura, Vectorworks, Votebuilder, UDW+