



ALLISON WHYTE

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EDUCATION

CARNEGIE MELLON
UNIVERSITY - 2020

BFA Drama - Technical Direction
Minor - Cognitive Neuroscience

SKILLS

- › MS Office Suite
- › Microsoft Access
- › Microsoft Project
- › BlueBeam Revu
- › SAP
- › Adobe Acrobat
- › AutoCAD
- › Arduino
- › Valid Driver's License
- › Valid Passport

SOFT SKILLS

- › Leadership
- › Delegation
- › Team Player
- › Organization
- › Problem Solving
- › Conflict Resolution
- › Planning
- › Agile & Waterfall Methodology

REFERENCES

JAMES RUTH

Project Management Manager
Electronic Theatre Controls
james.ruth@etconnect.com
1.888.908.2185

MOLLY MCCARTER

Stage Management Faculty
UNCSA
mccarterm@uncsa.edu
203.215.9615

KEVIN HINES

Associate Teaching Professor
Carnegie Mellon University
hines@andrew.cmu.edu
412.286.1571

SELECTED EXPERIENCE

March 2019 – Current

FESTIVAL MANAGER, CARNEGIE MELLON UNIVERSITY SCHOOL OF DRAMA

Responsible for managing a 7-day festival of new theatrical work that includes over 80 performances held in 4 different venues and installations throughout the space. Work includes facilitating the selection process, organizing and running committee meetings, scheduling rehearsal and performance spaces, and coordinating with venue staff including box office, photography, and technical supervision.

August 2018 – Current

ASSOCIATE PROJECT MANAGER, CARNEGIE SCENIC STUDIOS

Responsible for budgeting, expense tracking, scheduling, technical design, and purchasing in varying capacities for theatrical productions whose budgets range from \$1,500 to \$60K. Work spans both the 2018-2019 and 2019-2020 seasons of the Carnegie Mellon University School of Drama.

May 2019 – August 2019, May 2018 – August 2018

PROJECT MANAGEMENT EXTERN, ELECTRONIC THEATRE CONTROLS

Worked as member of the Systems Project Management Team assisting on projects with a varied range of budgets and timelines. Responsibilities included the layout and design of theatrical and architectural lighting power and control systems, sales order revisions, drafting packet review, data entry, and required frequent interdepartmental communication and working in a large collaborative team setting.

September 2018 – May 2019

ASST. PRODUCTION MANAGER, CARNEGIE MELLON UNIVERSITY SCHOOL OF DRAMA

Assisted with managing a theatrical production with a budget of \$40K, including scheduling and running meetings, compiling and tracking expenses, conflict resolution, facilitating communication across multiple departments, and supervising on-site work including construction, installation, and load out.

February 2018 – March 2018

JOB LEAD, CARNEGIE SCENIC STUDIOS

Responsible for the allocation and supervision of labor and material resources for the construction, installation, and load out of all scenic elements of a new theatrical work over the span of 5 weeks. Work also included significant interdepartmental communication with the design team, directing, electrics, audio, and production management.

February 2019, February 2018

PRODUCTION STAFF, LUNAR GALA

Worked as part of the event management team for a fashion show with 1,200 attendees and 150-person creative team. Specific work included set up and management of backstage areas day-of, keeping the schedules of models, designers, dressers, and photographers and directing backstage traffic before, during, and after the event.