

CHARMARIS DARIAS

Production & Company Manager

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EXPERIENCE

CONTEMPORARY AMERICAN THEATER FESTIVAL

Company Management Intern | May 2019-Aug. 2019

Assisted the Company Manager with talent-related activities, coordinating all travel arrangements and day-to-day transportation. Coordinated the implementation of housing accommodations. Fulfilled talent and company internal requests. Arranged artistic and public-facing events, assisting the marketing and development team with guest relationships to ensure maximum satisfaction. Developed and maintained team communication tools, such as calendars, reports and meeting minutes.

WESTON PLAYHOUSE

Stage Management Intern | May 2018-Aug. 2018

Created production paperwork for the run of the show. Maintained the rehearsal room amenities. Managed the run crew during performances.

CARNEGIE MELLON UNIVERSITY

Staff House Manager | Aug. 2017 - May 2020

Mediate patron's concerns while leading a team of 8+ ushers, at times managing multiple venues simultaneously. Address safety concerns and act as a communication bridge between the box office and the stage management team.

Student Production Manager | Aug. 2017 - May 2020

Lead creative teams throughout the development and execution of multiple productions, identifying and removing potential obstacles. Support teams in order to adhere to production scopes, ranging from \$2,000-\$40,000. Develop and maintain all shared production documents, including deliverable milestones.

LUSH FRESH HANDMADE COSMETICS

Floor Leader, Operations & Visuals Lead | Sept. 2015-Aug. 2017

Managed a team of 13 Sales Ambassadors to achieve key performance indicator targets, while communicating brand values and ensuring customer satisfaction. Maintained the store's inventory and displays according to company standards.

Sales Ambassador | Mar. 2015 - Sept. 2015

Communicated brand values while delivering great customer service. Handled transactions and product displays.

FREELANCE WORK

Production Stage Manager | May 2010-Aug. 2017

Managed the acting company for several theatre companies in Puerto Rico, with renowned artist of the Puerto Rican theatre scene. Scheduled rehearsals and other production commitments, such as media appearances and interviews. Maintained the producers and directors artistic vision throughout performances.

EDUCATION

MFA Stage and Production Management
2020 | Carnegie Mellon University

BA Drama Design and Technology
2016 | University of Puerto Rico

SKILLS

SOFTWARE

Access
Excel
Google Suite
Adobe Creative Suite
Fusion 360
Lightwright

OTHER

English - Native
Spanish - Native
Italian - Beginner
Mental Health First Aid Certified
Graphic Design
Data Manipulation

REFERENCES

Nicole Smith

Company Manager
Contemporary American Theater Festival
(412) 901-6080 | nsmith@shepherd.edu

David Holcomb

Production Manager
Carnegie Mellon University School of Drama
(412) 901-6086 | holcomb@andrew.cmu.edu

Maria Stoy

Box Office Manager
Carnegie Mellon University School of Drama
(412) 268-2407 | mstoy@andrew.cmu.edu