

Creative professional with a decade in the theater and event industry. Adept with fast-paced, collaborative projects. Demonstrated passion and flexibility with diverse cross functional teams and resource budgets ranging from “shoestrings” to “everything but the kitchen sink.” Takes a proactive stance towards solutions and management.

Skills

- Project Management
 - Event Management
 - Program Development
 - Staff Management
 - Budget Management
 - Conflict Resolution
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Experience

Carnegie Mellon University, Pittsburgh, PA

Graduate Production Manager

(August 2018) - Present

- Collaborated with designers to take their projects from creation to opening night.
- Created and oversaw implementation of budgets ranging up to \$65,000
- Developed and oversaw production calendars, space schedules, and design deadlines
- Planned and conducted all design and production meetings
- Served as the key owner of communication throughout the process, acting as a liaison between artists, production teams, and fabricators.
- Maintained communications with property managers for offsite locations

Costume Studio Graduate Assistant

(August 2017) - Present

- Processed and tracked over 15 individual budgets in a year ranging up to \$25,000
- Worked with vendors on securing materials for production builds and processing refunds
- Built digital template paperwork and instructional guides for creative teams use in reconciling individual budgets

Interlochen Center for the Arts, Interlochen, MI

Production Stage Manager

(June 2016) - (August 2018)

- Collaborating with Assistant Director, recruited, on-boarded, and supervised 11-person team
- Created and developed department training manual, implementing new guidelines for efficiencies and safety
- Resolved conflicts between teams as they arose
- Owned and segmented authority for rehearsals and performances, covering 14 productions in 11 venues, all taking place over 6-weeks

Freelance Stage Manager, Various

Stage Manager

(August 2010) - (August 2018)

- Managed all scheduling of events and activities for over 35 productions at 17 different performance companies.
 - Communicated with diverse groups about show needs and milestone
 - Selected companies include Houston Grand Opera, Utah Shakespeare Festival, Alley Theatre, and Pensacola Opera
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Education and Certifications

Master of Fine Arts

Bachelor of Music

Stage and Production Management

Music Education (Voice)

Carnegie Mellon University, Pittsburgh, PA

University of Houston, Houston, TX