

## ARTISTIC LEADERSHIP AFFILIATIONS & RECOGNITION

<b>Anthem Award – Diversity, Equity, &amp; Inclusion, <i>Black Feminist Video Game</i> by Darrel Alejandro Holmes (Producer)</b>	2022
<b>Arena Academy, Campaign Management</b>	2021
<b>Producing Blue</b>	2020
<b>Orchard Project Liveness Lab</b>	2020
<b>WP Theater Producers Lab</b>	2018 - 2020
<b>The Civilians' R&amp;D Group</b>	2014 - 2015, 2018 - 2019
<b>Emerging Leaders of NY Arts Fellow</b>	2017
<b>Fresh Ground Pepper PlayGroup</b>	2016
<b>Directors Lab Chicago</b>	2014
<b>Pittsburgh Fringe – Best Ensemble Award, <i>Truth Dare...</i> by Tori Keenan-Zelt (Director)</b>	2014
<b>Lincoln Center Theater Directors Lab</b>	2013
<b>Playwrights Horizons Robert Moss Directing Fellow</b>	2011 - 2012
<b>Stage Directors &amp; Choreographers Foundation Observership &amp; Associate Member</b>	Beginning 2009

## ARTISTIC LEADERSHIP EXPERIENCE *selected*

**Producer/Line Producer/Consultant, freelance** **Various\*** **2019 – current**

\*Little Island @ Pier 55 NYC, The Civilians, The Fled, CollaborationTown, All For One Theater, Jewish Plays Project, etc.

- Create budget and production timeline working alongside production manager and, in some cases, lead producer/s to maintain and track both
- Serve as both production manager and line producer when necessary
- Build and Coordinate schedule and communication systems
- Advise on hiring, casting, fundraising, press, payroll, marketing, and outreach decisions
- Contract artists, write contracts, and negotiate with representation and artist unions as necessary
- Lead teams and ensure appropriate multitasking and prioritizing takes place from pre-production through reconciliation

**Producer, Restart Stages on The GREEN *contract* Lincoln Center for the Performing Arts** **2021**

- Advance concerts and dance performances, silent disco parties, and other outdoor events on The GREEN for the Programming Department.
- Coordinate with Production, Marketing and Communications, Audience Services, Covid Safety Compliance teams, union crew, and food/drink vendors to ensure all technical needs are met, safety measures are taken, and that the audience experience is crafted for each event.
- Manage scheduling, technical needs, vaccination statuses, contracts, payments, and all other details from pre to post-production.

**R&D Program Director/Artistic Associate *part-time* The Civilians** **2019 – 2021**

- Curate a cohort of artists and facilitate the development and presentation of six investigative theater projects throughout each season.
- Manage Program budget, calendar, press, marketing, and organizational systems
- Coordinate and guide bi-monthly meetings
- Curate and edit R&D Group contributions to Extended Play Blog
- Support Group members' development processes, including connecting them with collaborators, research, and interview sources
- Produce annual FINDINGS Series of presentations: Adapted Series to a unique online, partially recorded and partially live, interactive Zoom series of events running May-June due to the Pandemic. Led and engaged audience in online conversations about anti-racist practices.

**Associate Director *part-time* Gingold Theatrical Group** **2020 – 2021**

- New play development - Curate and lead the Speakers' Corner writers' group. Produce new play development readings and workshops.
- Various Transitional and Season Planning- budget creation and management, grant and press language, website and social media, etc.

**Manager of Touring & Booking All For One Theater** **2016 & 2018**

By utilizing my sense of community-driven programming, for mission and institutional identity, as well as my relationships to artists and regional theatres, I pursue presenters, theater companies, and education institutions to produce AFO shows outside of NYC.

- Generate budgets and technical riders in collaboration with Production Manager, meeting all production and personnel needs.
- Negotiate and execute contracts, advocate for artists. Work with unions and artist representatives.
- Track and maintain budgets, contracts, timelines, itineraries contacts, EPKs, etc.

**Interim Artistic Director Company of Fools / Sun Valley Center for the Arts** **2017 – 2018**

**Associate Artistic Director** **2017**

I led the organization through a challenging transition period when, after serving as Associate Artistic Director for several months, I was promoted to the role of Interim Artistic Director.

- Curated and planned the 22<sup>nd</sup> season, enhancing the new play development and commissioning programs.
- Cast projects from local and NY actors; hired designers, directors, teaching artists, and additional contracted/freelance staff.
- Expanded and deepened focus on meaningful equity, diversity, accessibility, and inclusion practices.
- Drafted agreements for the organization. Negotiated and executed contracts. Worked with unions. Secured performance rights.
- Oversaw and maintained the Fiscal Year budget, as well as individual production and event budgets.
- Led marketing, press, and development efforts including fundraising, grant narrative writing, and in-kind donation cultivation.
- Cultivated relationships and built partnerships with organizations and businesses in the community and in surrounding areas.
- Steered audience engagement activities and community connectivity initiatives.
- Represented the theatre at TCG conference, HumanaFest, as well as several industry and community events.
- Education Programs: Initiated a Season Apprentice program; wrote study guides and led student matinee conversations; fostered K-5 improv-based program; drafted curriculum for and taught High School AP US History Theatre Enrichment classes and K-5 storytelling workshops.
- Prepared Board and Executive Director for transition with organizational infrastructure and strategic plan proposals.

**Meet the Artist School Series**

- Created and adapted the infrastructure, implementing new systems for the program as it underwent a major internal transition
- Supported artists performing the Meet the Artist School Series with scheduling, technical needs, payment, and hospitality
- Coordinated with technical and managerial staff at three Lincoln Center venues housing the Series.
- Organized house staff and student pre-show, during, and post-show experience.
- Led teaching artists and event staff for each performance.

**White Rabbit, Red Rabbit** – Cast actors for NYC Charter Schools performances. Coordinated and managed actors, scripts, props, travel, and production. Collaborated with LCE Teaching Artists and staff to develop post-performance Q&A/reflection process for each school.

**Repertory, Boro-Linc, etc.** – Coordinated and managed artist and audience experience. Supported further development of infrastructure for repeatable event flow.

**Freelance Theatre Director** *selected*

2008 – 2021

- **New Play and Musical Development**

Writers: Will Arbery, Matt Barbot, EllaRose Chary, Maggie-Kate Coleman & Erato A. Kremmyda, Halley Feiffer, Tasha Gordon-Solmon, Donnetta Lavinia Grays, Erik Christian Hanson, Aeneas Sagar Hemphill, Lisa Huberman, Suzy Jane Hunt, Tori Keenan-Zelt, Greg Kotis, Drew Larimore, Aaron Wigdor Levy, Daniel Maté, Dan McCabe, Mike Mergo, Liz Morgan, Willie Orbison, Christina Quintana, Justin Shipley, Christopher Sullivan, Kate Thompson & Joey Contreras

Theatres: NYU Steinhardt Rep, The Civilians, City Center, Ars Nova, The Lark, All For One Theater, New York Theatre Workshop, The O'Neill Theater Center, Amios, The Tank, The Flea, National Black Theatre, HERE Arts, Samuel French Festival, Dixon Place, Woodshed Collective, Jewish Heritage Museum, Denizen Theatre, Company of Fools/Sun Valley Center for the Arts, Project Y, Disney/ASCAP Musical Theatre Workshop, 54 Below

- **Associate Director or Assistant Director**

Terry Kinney – Broadway (Lyceum Theatre), Mitzi E. Newhouse Theater @ LCT, MCC, Vineyard Theatre, BAM/This American Life:Live  
Pam MacKinnon, Anne Kauffman, Sam Gold – Playwrights Horizons  
Jonathan Silverstein – Keen Company  
William Hayes – Palm Beach Dramaworks  
Nick Corley – NYMF, Symphony Center, Queens Theatre in the Park

- **Educational**

Columbia University, NYU Dramatic Writing, Hunter College – MFA Playwrights  
NYU Welcome Week, NYU Tisch Musical Theatre Workshop, Stevens Institute of Technology, AADA – Undergraduate  
O'Neill Theater Center Young Playwrights Festival – High School  
Hunter College Elementary School – 6<sup>th</sup> Grade  
Sun Valley Center for the Arts – K-12<sup>th</sup> Grades in elementary, middle, and high schools throughout Blain County, ID

- **Installations and Events**

REVOLUTION: The Beatles Symphonic Experience with KSO - Miller Auditorium, Kalamazoo, MI  
Holiday Light and Music Show - City Center, Minneapolis, MN  
Pyro: Moments of Fire Players - Wunderkammer Gallery, Fort Wayne, IN

**Administrative Assistant / Assistant Agent****Bret Adams, Ltd., Artists Agency**

2007 – 2008

**Theatre Literary Department Intern**

2006

- Promoted from primarily handling administrative tasks to signing, working with, and advocating for new clients
- Negotiated, drew up, prepared, and executed theatrical agreements
- Read scripts, covered shows, and facilitated networking and promotional events
- Tracked payments to clients from producing entities
- Organized client database, maintained schedules, agreements, bios, resumes, and scripts with Microsoft Office Suite

**RELATED EXPERIENCE** *selected*

<b>Political Campaign Manager, Organizer, etc.</b>	Campaigns in Florida, Maine, Texas, and more	2020 – 2022
<b>Freelance Producer</b>	Several projects throughout Boston, NYC, and FL	2004 – 2022
<b>Teaching Artist</b>	Various, K-12 & University in NYC, CT, NJ, FL, and ID	2004 – 2019
<b>Company Manager</b>	<i>iLuminate</i> Off Broadway, New World Stages	2013 – 2014
<b>Industry Showcase Liaison</b>	Kent State & UC Irvine	2011
<b>Dramaturgical Intern</b>	Character Studies on PBS	2005

**HARD SKILLS**

- Budgets
- Contracts
- Timelines and Schedules
- Microsoft Office Suite
- Google Suite, Dropbox, Air Table
- Zoom, Slack, FaceTime, WhatsApp, Teams
- Hootsuite, WordPress, MailChimp
- Various social media and web platforms
- MiniVAN, Hubdialer, ThruText/Talk

**EDUCATION**

Emerson College, BA, Theater Studies – Dramaturgy

National Theater Institute, Eugene O'Neill Theater Center  
Yale School of Drama Summer Semester