

Work History

Waters Productions - *Owner/Operator.*

01/22 –
present

Oversight of technical and creative aspects for projects, coordinating with businesses, events, and couples for their project specifications, planning, filming, and editing videos used for a variety of projects such as movies, advertisements, events and weddings, maintenance of equipment, formulating budgets for projects and operations, marketing and sales plan creation, payroll for contracted staff.

DimlyWit Productions - *Managing Artistic Director.*

01/17 –
12/21

Oversight of creative aspects for productions, maintenance of studio and equipment, locate, supervise, schedule, and motivate operations staff and creative teams, development of programming, formulating budgets for shows and operations, development funding planning and implementation, marketing and sales plan creation, payroll for contracted staff.

Obsidian Portal - *Communications and Outreach Assistant.*

04/21 –
09/21

Participated in the creation of a temporary position to bolster the communications and outreach of the company, management of data registry of potential clients and influencers, market research, formulating templates for cold call outreach, maintenance of communication directory and company emails, social media scheduling, coordination of service giveaways and related promotions, organization of community collaborations.

Recorded Books - *Audiobook Director.*

11/18 –
04/20

Oversight of audiobook performance, tasked with maintaining pace, tone, and integrity of characters and book, set up and break down of studio in preparation for multiple recording sessions a day, record audio using Pro Tools, proofing and editing of audio, distribution of completed audio files and CD cuts, maneuvering deadlines around different departments.

Ript Theater Company - *Director of Development.*

09/18 –
09/19

Assistance with company growth in terms of audience interaction and donor support, audience engagement research, development, implementation, and monitoring of short term and long term fundraising efforts, managing public relations efforts and opportunities aimed toward strengthening and promoting the company, cultivating relationships with current and potential donors and supporters.

Classic Stage Company - *General Technician.*

09/17 –
06/18

Maintenance of backstage and front of house facilities, maintenance of lighting and sound equipment, show specific run duties, assistance with load ins and load outs, scenic, lighting, and sound checks and maintenance for productions, assisting technicians, designers, and stage management with notes completion, ensure cast and crew safety during rehearsals, ensure patron safety for performances.

United Solo Theater Festival - *Venue Supervisor.*

09/16 –
11/17

Check in Festival Participants, collecting documents and signatures, enforce Festival policies and technical procedures, ensure safety of technical equipment, ensure safe working conditions for rehearsals and performances, ensure patron safety for performances, set up and strike of Festival display, equipment, and promotional materials, assist audience members and direct members to seats, general facilities maintenance and upkeep.

Abingdon Theater Company - *Facilities Manager.*

11/16 –
04/17

Oversight of technical aspects for rentals, showcases, and house productions, maintenance of theater venues, rehearsal studio, and offices, maintenance of lighting, sound, and general theatrical equipment, preparing festival lighting plot for rentals and showcases, emergency contact for building emergencies, supervise, train, and motivate technicians, show crew, audience services, and interns.

Weston Theater Company- *Associate Sales Manager.*

05/16 –
09/16

Supervise, schedule, motivate, and educate 5 audience services/arts administration intern staff, individual, subscription, and group ticket sales, supervise, locate, schedule, and motivate 9+ volunteer FOH staff for 15 performances per week, mainstage house management, handle patron and facilities emergencies, ensure accessibility for patrons with various disabilities.

Averitt Center for the Arts- *Audience Services Coordinator & Summerstock Coordinator.*

09/15 –
05/16

Recruit, train, schedule, and motivate an intern staff of 4, locating programming for the months of June through August, locating directors and designers for 2 mainstage performances and 2 other-stage performances, formulating budgets, maintaining theater spaces, website integration, schedule posts across multiple social media platforms, locating housing, working with the Director of Youth Theater to develop educational camps.

Emma Kelly Theater- *Audience Services Supervisor.*

06/14 –
09/15

Recruit, train, schedule, supervise and motivate 5+ volunteer FOH staff each performance for 20+ main stage performances per season, recruit and train House Management, supervise 20+ theater and space rentals per season, handle patron and facilities emergencies, ensure accessibility for patrons with various disability challenges, work with Box Office and Stage Management to keep performances on time and running smoothly.

Averitt Center for the Arts- *Facilities and Box Office Attendant.*

07/13 –
06/14

Individual, subscription, and group ticket sales, opening and closing of facility, general facility maintenance and upkeep, House Management for 20+ rentals, handle patron and facilities emergencies, ensure accessibility for patrons with various disability challenges, Will Call and Box Office support, general sales of gift shop and retail items, work with House Management and Stage Management to keep performances on time and running smoothly.

Skills

CPR, AED, First Aid, Fireguard, and Flameproofing certified. Proficient in Microsoft Office, Google Suite, Salesforce, PatronManager, ChoiceCRM, OvationTix, Choice Ticketing, OBS, Adobe Suite, and ProTools. Improv. Puppetry. Emma Award winning Director and Designer. People's Choice Award nominated Podcast Producer. Impersonates Shaggy Rogers from Scooby Doo. Ordained minister.

Education

Georgia Southern University
Ogeechee Technical College

2016
2013

Relevant Experience

<i>Joffe Webinar</i>	Erin Leonard Events.	Video & Audio Editor.
<i>Quarantine Stories</i>	Rising Voices: VASTA Conference.	Video & Audio Editor.
<i>Impact</i>	Playhouse at White Lake & the cell.	Producer, Director, Video & Audio Editor.
<i>The Margins</i>	Slippery Rock University.	Video & Audio Editor.
<i>Our Last 5 Cocktails</i>	Out of the Box Theatrics.	Video Editor.
<i>The Wolves</i>	Rowan University.	Video & Audio Editor.
<i>The Last 5 Years</i>	Out of the Box Theatrics.	Video Editor.
<i>Learning Pathmakers Expedition</i>	Erin Leonard Events.	Video & Audio Editor.
<i>The Rock Album</i>	Slippery Rock University.	Video & Audio Editor.
<i>LaunchPad Speaker Showcase</i>	Erin Leonard Events.	Video & Audio Editor.
<i>Making Melrose</i>	Slippery Rock University.	Video & Audio Editor.
<i>Arthur Greenleaf Holmes podcast</i>	Background Joys.	Producer & Audio Editor.
<i>Ebenezer</i>	Out of the Box Theatrics.	Director, Designer, & Editor.
<i>A NY Holiday Minute</i>	Weathervane Theatre Company.	Video & Audio Editor.
<i>Betsy Wolfe: A Pants Optional Holiday</i>	Holmdel Theatre Company.	Audio Editor.
<i>The Brother(s)</i>	Out of the Box Theatrics.	Video & Audio Editor.
<i>Let the Chips Fall Where They May</i>	Holmdel Theatre Company.	Video & Audio Editor.
<i>Tolerance Party series</i>	The cell.	Producer, Video & Audio Editor.
<i>You're a Good Man, Charlie Brown</i>	Out of the Box Theatrics.	Video & Audio Editor.
<i>Bad Examples Podcast</i>	DimlyWit Productions.	Executive Producer & Audio Editor.
<i>Pink Unicorn</i>	Holmdel Theatre Company.	Video & Audio Editor.
<i>Caroline, or Change</i>	Astoria Performing Arts Center.	Production Manager.
<i>Chess Match No. 5</i>	SITI Company.	Production Manager.
<i>The Dork Knight</i>	Abingdon Theatre Company.	Production Manager.
<i>Merry Wives of Windsor</i>	Emma Kelly Theater.	Production Manager & Production Designer.
<i>Dreamgirls.</i>	Averitt Center for the Arts.	Production Manager.