

Selected Experience:

○ Scheduling Manager

- Frost Productions (June '16 – Present)
Manage all full-time employee schedules in coordination with the Sales staff. Collaborate with Operations and the warehouse to oversee trucking and towing for in an out of state events. Work with payroll to make ensure the accuracy of employee's hours. Oversee the scheduling team in organizing the freelance and specialty labor

○ Scheduling Coordinator

- Frost Productions (June '15 – June '16)
Organized and communicated all scheduling information to freelance employee labor pool. Coordinated with department heads in the scheduling of specialized event staff. Created and distributed vendor clearance forms for venues throughout the tri-state area. Reviewed incoming resumes and managed new-hire onboarding.

○ Assistant Technical Director

- Two River Theatre - 2014/15 Season (Aug '13 – June '15)
Advanced shows through budget negotiation with designers, and technical drawings. Oversaw full-time carpenters, and over-hire staff, in the timely and high-quality completion of all scenery. Ran all installation and strike crews in addition to disseminating designer notes from production meetings. Maintained a safe and efficient shop through scheduling, stock maintenance, and organization.

○ Assistant Technical Director

- North Shore Music Theatre (May '11 – Aug '13)
Coordinated with Technical Director to execute technical drawings for the load-in and strikes of all shows. In addition to scheduling, maintaining tools and show budgets I also managed purchasing records and hiring build crew.

○ Technical Director

- Steppenwolf Theatre Company - *Garage Rep* 2012 (Nov '11 – Feb '12)
Oversaw the technical collaboration of three visiting companies to produce a festival of rotating shows in conjunction with the Steppenwolf main season. Created technical drawings for the overall space, storage, and install of each company's show.

○ Production Management Apprentice

- Steppenwolf Theatre Company (Sept '10 – May '11)
Executed daily and weekly goals set forth by the department. Worked with Production Coordinator and Manager to facilitate inter-departmental communication concerning budgeting, scheduling and contracting.

Skills:

Scheduling, multi-tasking, project management, organization, budgeting, team management, Microsoft Suite, AutoCAD 2015, 3D drafting, arena rigging, basic automation, MIG welding, introductory Spanish, soldering, sewing, scenic painting, Photoshop, Stage management, House management.

Educational Information:

Florida State University

B.A. in Theatre

May 2010

References:

Ashley Haughwout

Technical Designer

Showman Fabricators

(631) 836-7752

ahaughwout@showfab.com

Lauren Kurinskas

Director of Production

Two River Theater

(516) 238.9034

lkurinskas@trtc.org

Michelle Hines

Asst. Operations Manager

Design Foundry

(631) 255.6238

michelle.hines@gmail.com