

Related Experience

COMMUNILUX PRODUCTIONS - Production Assistant

Dallas, TX

- Gathered and coordinated time and material tracking.
- Assisted with the ordering of consumable and production related materials.
- Ensured the smooth operation of office and administrative related tasks.
- Assisted with the preparation of production contracts and client billings.

INDEPENDENT CONTRACTOR - Production Technician

Chicago, IL

- Self-employed technician working event installs, show load-ins and outs, and production shop builds.
- Served primarily as a carpenter/general laborer, but also worked many A/V, lighting, and sound calls.
- Some calls included: Porchlight Theatre, Windy City Playhouse, Teatro ZinZanni, and Chicago Children's theatre.

PORTHOUSE THEATRE- Facilities Manager

Kent, OH

- Served as the Facilities Manager for Kent State University's Porthouse Theatre.
- Prepared and maintained all facilities including the amphitheater, pavilions, box office, concessions, parking lot, grounds, and restrooms.
- Established a working relationship with vendors, event planners, and contractors.
- Supervised and lead a department of eight in providing an exceptional patron experience.

CLEVELAND PLAY HOUSE - Operations/Arts Administration Apprentice

Cleveland, OH

- Served as an apprentice for the 2016-17 season assisting with events, contracting, and company operations.
- Established a working knowledge of all major unions (AEA, SDC, USA, IATSE).
- Assisted in the drafting and editing of artist contracts.
- Assisted in the coordination and execution of all company and board events.

TURNER AUDITORIUM - Operations Staff

Nacogdoches, TX

- Served as a general laborer meeting all production and facility needs.
- Assisted with the loading-in and out of all productions; Including theatre, music, dance, and special events.
- Provided facility maintenance including: drywall repair, painting, and routine equipment service.
- Served as a technician in multiple positions including: light and sound operator, house stage manager, and run crew.

TEXAS SHAKESPEARE FESTIVAL - Stage Management

Kilgore, TX

- Organized and implemented rehearsal and performance schedules for cast and crew.
- Organized and facilitated production, design, and daily meetings.
- Ensured the smooth operation of each rehearsal and performance through rigorous prep and cross-checking.
- Executed the calling of each performance with immense attention to detail, focus, and precision.

HOUSTON BALLET Summer Intensive - Stage Management Intern

Houston, TX

- Served as the Stage Manager for the 2011 Houston Ballet Summer Intensive.
- Observed every rehearsal and compiled information for a production book.
- Utilized my production book to run and call each performance with immense attention to detail, focus, and precision.

Skills

Windows and Apple Proficient	CPR/AED/First Aid Certified	Time Management	Interpersonal Skills
Microsoft Office	Valid Texas Drivers License	Excellent Communication	Leadership
Customer Service	Teamwork	Meeting Minutes	Scheduling

Education & Awards

International Association of Venue Managers	2017 PAMC - Outstanding Leadership Scholarship Recipient	Chicago, IL
International Association of Venue Managers	2016 PAMC - Young Professional Scholarship Recipient	San Antonio, TX
Stephen F. Austin State University	Bachelors of Fine Arts in Stage Management	Nacogdoches, TX
Paris Junior College	Associate in Drama	Paris, TX

References available upon request

