

Education and Honors:

MFA – Arts Management and Leadership – Summa Cum Laude (4.0 GPA)

- Webster University – May 2022
- Relevant Coursework: Legal Issues in the Arts, Fund-Raising/Development, Accounting and Basics in Finance, Marketing for the Arts, Managing Human Resources, Leadership Issues & Board Strategies, Stakeholder Management Communications, Community & Cultural Policy

BA in Theater Arts & Business Administration – Magna Cum Laude (3.78 GPA)

- Loyola Marymount University – May 2018
- Relevant Coursework: Directing Theatre, Analytical Concepts / Methods for Business, Theories of Acting & Directing, Introduction to Entrepreneurship, Psychology of Selling & Consuming, Surviving as an Artist, Marketing / Law, Theatre Performance

Work Experience:

Locations Assistant for “On Fire” — Radically Inspired LLC. – October 2023 through December 2023

- Work closely with the Location Manager and other members of the production team to facilitate the smooth operation of filming
- Assist with various administrative tasks such as obtaining permits, coordinating logistics, and organizing shooting schedules

Artistic Coordinator & Company Manager — STAGES St. Louis – July 2021 through February 2023

- Handle logistic and financial aspects of productions, such as budgeting, scheduling, and coordinating transportation / housing for actors and crew.
- Manage and negotiate contracts with actors, directors, designers, and production personnel.
- Work with the artistic team to create marketing materials, such as playbills, posters, trailers, and digital content, that accurately and effectively convey the artistic concept of each production and engage potential audience members.
- Coordinate and oversee special events, such as opening night receptions and donor appreciation events, that add value to the theater-going experience and help generate buzz and support.
- Communicate with the board of directors, donors, and stakeholders to maintain positive relationships and ensure the theater company meets annual fundraising goals.
- Collaborate with local partners, such as arts organizations, schools, and media outlets, to foster relationships with the community.

Executive Producer — *Food Poisoning* (Short Film) – October 2022

- Executive Producer on River Rat Production’s short film, *Food Poisoning*, as well as the 1st AD, audio producer, script supervisor, HMU stylist, props master and set dresser while on set.
- Facilitate collaboration between creative teams and production staff to ensure alignment and execution of project vision.
- Develop and implement marketing strategies to promote the short film to target audiences, including film festivals, distributors, and online platforms.
- Create compelling promotional materials, such as trailers, posters, and press kits, that effectively convey the film’s unique qualities and generate interest.

- Monitor and analyze audience engagement data to evaluate the success of marketing efforts and adjust strategies as necessary to better reach target audiences.

Director & Co-Producer — *Con College* (Full-Length Play) – August 2021

- Director and Co-producer of the award-winning, world-premiere of *Con College* at the St. Lou Fringe.
- Collaborate with the theater festival's marketing team to target specific audience segments through various channels.
- Work with the festival's designers to create a cohesive visual style that effectively communicated the show's themes and story to audience members.
- Attend networking events, such as opening nights and talkbacks, to engage with the community and build relationships with influencers, media outlets, and industry players to increase visibility and reach.
- Utilize the cast and crew to create promotional content, such as behind-the-scenes videos and interviews, generating interest and highlighting the production's unique qualities.

Associate Producer — *Chains* (Music Video) – April 2021

- Associate Producer on River Rat Production's music video, *Chains* by Jordan Bollwerk.
- Assist in the development of production plans, schedules, and budgets during pre-production.
- Serve as the props master, set dresser, and wardrobe / HMU stylist while on set.
- Curate behind-the-scenes content to increase visibility and reach on YouTube.
- Execute the successful marketing music video campaign and subsequent album release.

Production Assistant for ABC's *The Rookie* Warner Bros. – August 2018 through March 2020

- Provide administrative and logistical support to the production team, including scheduling, travel arrangements, and equipment rentals.
- Manage the distribution and organization of scripts, call sheets, and other production-related documents to ensure that all cast and crew have the necessary information on time.
- Offer on-set support by shadowing the 1st AD, setting up equipment, managing talent, and enforcing all safety protocols.

Artistic Director — The Del Rey Players – May 2017 through July 2018

- Develop and oversee the artistic vision for the theater, ensuring that each production aligns with the company's mission and meets the highest standards of artistic excellence.
- Design merchandise and promotional marketing campaigns for all four productions.
- Oversee the selection of the season's 3 full length plays and the annual musical, working closely with the production team to ensure that all productions are feasible and delivered within the company's budget and timeline.
- Interview, hire, manage, and mentor the artistic staff, including directors, designers, actors, and stage managers, during weekly meetings, as well as planning and leading off-site weekend retreat.
- Serve as the public face of the theater company, engaging with the community, promoting the company's productions, and building relationships with stakeholders, such as donors, alumni, and community members.

Skill Set: Photoshop, iMovie, Microsoft programs (Word/PowerPoint/Excel/Outlook), Mac programs (Pages/Keynote/Numbers), sharing interfaces (Google Drive/Dropbox/WeTransfer), all social media platforms, set design/construction, event organization, public speaking, team building, singing/dancing/acting, tennis, boxing, and most importantly, Godmothering