

EXPERIENCE

Chicago Shakespeare Theater

Associate Producer

Chicago, IL

05/2018-Present

<http://chicagoshakes.com>

- Line producing all main stage productions at Chicago Shakespeare Theater, including 2021 virtual streaming season.
- Coordinating with production department to achieve season deadlines, manage production-specific expenses, and centralize communication across wide-ranging artistic teams.
- Scouting, reading, evaluating, and selecting new plays and musicals for season consideration and further development, in Chicago and nationally.
- Meeting with and interviewing potential future collaborators, both for season-specific work and future projects.
- Serving as artistic representative for the company at select conferences, festivals, and panels.
- Consulting on casting and working with casting office to create lists of actors for consideration.
- Organizing and spearheading the artistic side of conversations around CST productions, working with all departments across the organization in the preparation and implementation of production.
- Collaborating with Development and Marketing on external artist appearances and artistic-focused fundraising, grants, and press releases.
- Leading conversations around anti-racism and best inclusion practices in artistic office.
- Serving on Equity, Diversity, and Inclusion committee and collaborates on initiatives to advance EDI work.

Ring of Keys

Executive Director

Remote

12/2021-1/2024

<https://ringofkeys.org>

- Oversaw, planned, developed, organized, managed, and guided all of the day-to-day functions and operations of the organization, as the first Executive Director following the Co-Founder.
- Planned and executed Ring of Keys' first ever gala, raising over \$10,000 and featuring performers like Auli'i Cravalho, Justin David Sullivan, and Hennessy Winkler.
- Served as the primary ambassador for the organization and maintained a positive, professional reputation representing RoK to stakeholders, including 800+ Keys, Board of Directors, and external partners.
- Lead, supervised, and encouraged relationship between volunteers, Committees, Advisory Council, and Board of Directors.
- Maintained an anti-racist organization that centered our mission of community and visibility of queer women, trans, and gender-nonconforming artists in musical theatre.
- Ensured compliance with all laws, regulations and legal requirements governing as a 501(c)3 nonprofit organization.
- Provided overall fiscal responsibility for the approved budget and executed financial reporting to the Board of Director
- Guided and executed programmatic and operational decisions of the organization with assistance from the team, Board, and Keys community.

Eugene O'Neill Theater Center

Associate Producer

Waterford, CT

08/2016-05/2018

<http://theoneill.org>

- Oversaw fiscal and logistical operations for all summer programming (National Puppetry Conference, National Music Theater Conference, National Playwrights Conference, Cabaret & Performance Conference) and year-round artist residencies, as well as co-productions with community and national partners like the Jim Henson Foundation and Mystic Aquarium.
- Recruited and selected all seasonal artistic and support staff and interns and ensured proper contracting, onboarding, and maintaining employment records.
- Coordinated all operations of the National Directors Fellowship including the application and selection processes.
- Served as de facto company manager for artistic activity occurring outside of summer season.
- Negotiated contracts with unions, agents, artists, partner organizations, and seasonal staff, as well as prepared and filed documentation and reporting for unions and processing weekly compensation for summer season.
- Produced annual Monte Cristo Award ceremony in New York City and Summer Gala in Waterford, CT, in collaboration with Executive Director and Marketing Director.
- Reported to the Board of Directors regarding all artistic programs.
- Oversaw early stages of overhaul of outdated theatrical lighting systems, along with Executive Director and other key staff.
- Ran artistic and production staff payroll.

Bret Adams, Ltd.

Literary Associate/Junior Agent

New York, NY

01/2014-08/2016

<http://bretadamsltd.net>

- Managed the flow of contracts throughout office and negotiated contracts for own clients.
- Maintained up to date documents (bios, resumes, reviews) for a wide client base, including playwrights, directors, and designers.
- Interfaced with USA829 and SDC.
- Tracked payments for artists in and out of the office and maintained records relating to artist fee schedules.
- Read/watched and evaluated prospective clients' work.
- Licensed amateur and foreign productions of clients' plays.
- Selected and supervised 2-3 interns each semester.
- Submitted clients' work to fitting theaters and set up meetings for clients with artistic staffs at theaters.
- Moved entire company to Google Apps For Work e-mail and docusharing.

RELATED EXPERIENCE**Producing Experience**

- Chicago Producer- University of Michigan 2023 BFA Acting showcase
- Creative Producer- Ring of Keys' Queering the Canon concert series at Joe's Pub and Theo Ubique- 2022 and 2023
- Associate Producer-*Tales of the City* concert reading starring Betsy Wolfe & Justin Vivian Bond- Music Box Theatre, NYC, March 2017
- Producing Team- The 24 Hour Plays Fundraiser- Florence Gould Hall, NYC, September 2015
- Producing Team- The 24 Hour Plays Nationals- New School, NYC, August 2015
- Production coordinator- *Becket* by Jean Anouilh- Gene Frankel Theater, NYC, June 2014

Reading/Selection Committees (Selected)

- Rhinebeck Writers Retreat- Residency selection, 2019, 2020, 2021, 2022, 2023
- National Alliance for Musical Theater- New Works committee and reader, 2019, and co-chair of committee, 2020-present
- SPACE on Ryder Farm- Reading committee for Creative Residencies, 2018 and 2020 seasons
- Bret n Paul Foundation- Artistic advisory board member, 2018 inaugural Ollie Award cycle, 2020, 2021, 2022 Ollie Award
- National Playwrights Conference- Artistic Council, semi-finalist round- 2018, 2019, 2020 seasons & Reader for general round- 2012-present

Dramaturgy (Selected)

- With Chicago Shakespeare Theater: *Sinister* by Lauren Gunderson and Josiah Kwamé, currently in development; *It Came from Outer Space* by Joe Kinsman and Kellen Blair, world premiere summer 2022; *The Monster* by Chelsea Mercantel, Michael Mahler, and Alan Schmuckler
- *The Exposure Game* and *The Allies* by Charlie O'Leary - Freelance
- *LOVESICK*, *Last Gas*, and *Almost, Maine* by John Cariani - Freelance, ongoing.
- *LOVESICK* world premiere, Portland Stage, 2013. *Almost, Maine* 3rd printing, DPS, 2018, *Almost, Maine* novel published March 2020

Professional Development/Recognition

- Profiled in *American Theatre's* Six Artists to Watch in Chicago
- Attendee- TEDxBroadway, Young Professionals recipient- 2019 conference
- Speaker- "Share the Spark" program- Actors Theater of Louisville Humana Festival, 2019
- Berkshire Leadership Summit- October 2017- Selected participant
- Kennedy Center American College Theater Festival- April 2017 & 2018- Professional representative, the O'Neill
- Southeastern Theater Conference- March 2017 & 2018- Exhibitor (job fair)
- United States Institute of Theater Technicians Conference- March 2017 & 2018- Exhibitor (job fair)
- Literary Managers and Dramaturgs of the Americas- member, attended 2014 conference in New York, featured in online content

EDUCATION**University of Michigan**

Ann Arbor, MI

Bachelor of Theatre Arts with Highest Honors

Undergraduate research student; graduate level coursework; oversaw Tennessee Williams @ 100 Festival; Basement Arts executive board; BTA student representative at faculty meetings. Hopwood Award in Drama winner and finalist.

SKILLS

Proficient in Microsoft Office, Final Draft, InDesign, DropBox, QuickBooks, and Google Apps. Excellent writing and communication skills. IDEA training. Sexual harassment training. Fast reader and copy editor. Detail-oriented. Experience working with children. General production experience in stage management, assistant directing, electrics, sound, and props. Experience with public relations and marketing. Experience with foreign artist visa applications. Contract drafting, negotiations, and union relations. New play and production dramaturgy. Experience leading talkbacks.