

Adam Goldstein
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EDUCATION

- MFA, 2013- Directing, Northwestern University
- BFA, 2003- Acting, NYU, Tisch School of the Arts-CAP 21 Musical Theatre Conservatory

UNIVERSITY LEVEL INSTRUCTIONAL EXPERIENCE

Current Tenure-Track Assistant Professor of Theatre & Artistic Director of Stage Center Theatre,
Northeastern Illinois University, Chicago Illinois

Spring 2018 *Instructor, Adjunct Faculty, Theatre Department, Northeastern Illinois University*

2012-2018 *Instructor, Adjunct Faculty, Theatre Department, Columbia College Chicago*

2012-2018 *Instructor, Adjunct Faculty, Theatre Department, Northwestern University*

2015-2016 *Instructor, Adjunct Faculty, Theatre Department, North Central College*

2009-2011- *Graduate Assistant, Theatre Department, Northwestern University*

2010-2011- *Teaching Assistant, Theatre Department, Northwestern University*

Scholarships, Fellowships, Nominations, Awards

- Nomination: Trio Student Support Services Award, *NEIU* 2022
- Recipient: Faculty Excellence Awards in Research and Creative Activities, *NEIU*, 2020
- Graduate Assistantship, *Full Tuition and Stipend, Northwestern University, 2009-2012*
- Drama League of Chicago Fellowship, *engaged in Irish theatre community research in Dublin and through the Druid Theatre Company in Galway at Galway Arts Festival, Northwestern University, 2011*
- Presidential Scholar, New York University, 2001-2003
- Paper Mill Playhouse Rising Star Award Nominee for Principal Performance in a Musical (*Billy Crocker, Anything Goes*), 2000

Professional Affiliations and Memberships

VASTA, AATE, ATHE, LMDA, MATC, TCG

Teaching Interests

Directing Craft, Technique, and History, Musical Theatre Techniques, Acting Through Song, Musical Theatre Scene Study, Musical Theatre Repertoire and Audition. Staging Techniques and Approaches, Voice and Speech Training for the Actor, Accents and Dialects, Acting: Scene Study, Acting: Shakespeare, Verse and Meter Technique for Classical Theatre, Acting: Irish Theatre, Irish Theatre History, Text Analysis, New Play Development, History of Directing, Musical Theatre History, General Theatre History, Theatre Management and Producing.

Research Interests

Theatre as Cultural Currency, Musical Theatre and Social Change, Dialects of the British Isles and former British Colonies, Psychology of Vocal Technique, Audience Reception and engagement, New Play Development Practices and Processes.

Published Works

"Customization of Dialects for the Actor: an Essay." *Performink*: 6/21/16

Book Reviews

Goldstein, Adam. "A Review of The Theatre of Tom Murphy: Playwright Adventurer," by Nicholas Grene. *Theatre History Studies 2020*, Volume 39, Pages: TBD, University of Alabama Press.

Goldstein, Adam. "A Review of The Song is You: Musical Theatre and the Politics of Bursting into Song and Dance" by Bradley Rogers. *Theatre History Studies 2023*, Volume 44, Pages: TBD, University of Alabama Press. ([Nereson note](#))

Papers in Process

- "Message of the Gods: Esu, Inquiry and Audience Outreach in Tarrell McCraney's *In the Red and Brown Water*."
- "Garry Hynes: An Undervalued Asset"

Conference Presentations

- Goldstein, Adam (director), Mid-America Theatre Conference Playwriting Symposium, "
- Goldstein, Adam, (director), Mid-America Theatre Conference Playwriting Symposium, "*The Truth*." Cleveland: March 2022.
- Goldstein, Adam, (director), Mid-America Theatre Conference Playwriting Symposium, "*Daphne Becomes the Artic*." Chicago: March 2020.
- Goldstein, Adam, (presenter), Literary Managers and Dramaturgs of America, LMDA Conference: "*Georgette Kelly- an Under The Radar Hot Topics Talk*." Chicago: June, 2019.

Courses Taught

Northeastern Illinois University, Chicago, IL

Intro to Theatre (Fall 2022, Fall 2023)

First Year Experience: Staging Chicago (Fall 2023)

Acting 3 (Fall '21)

Special Topics in Theatre: Theatre and National Identity (Summer '22, Fall '22, Summer '23, Fall '23)

Interpretations of Shakespeare (online) (Summer '21, Spring '22,)

Performance Theory (Graduate) (Hybrid, Spring '21, Spring '23)

Voice for the Performer (Hybrid, Fall, '20) (In-person, Fall '21, Fall '22)

Interpretations of Shakespeare (in-person) (Spring '20)

Graduate Seminar: Theatre and National Identity (Spring '20)

Independent Study-Professional Preparation (Spring 2019, Fall 2019, Spring, Fall 2020, Spring 2021)

Acting II (Spring 2019, Fall 2020, Spring '22)

Directing I (Spring 2019, Spring 2021, Spring '23)

Children's Theatre Workshop-Elementary (Spring 2019, '20)

Acting I (Fall 2018, 2019, Spring 2021)

Children's Theatre Workshop-Middle and High School (Fall 2018, Fall 2019)

Improvisation (Spring 2018)

Stagecraft (Spring 2018)

Columbia College, Chicago, IL

Creating the Performance (Fall 2017)

Musical Theatre Scene Study (Fall 2017)

Theatre Foundations: Performance (Fall 2013-2018)

Theatre Foundations: Technique (Fall 2013-2018)
Theatre Foundations: Making Theatre (Fall and Spring 2014-2015, 2016-2017)
Voice for the Actor Level I- (Spring 2017).
Voice for the Actor Level II- (Fall 2012, 2013, Spring 2013, 2014)
Voice for the Actor Level III (Spring 2013, 2014)

Northwestern University, Evanston, IL

Voice for Performance (Spring 2015, 2016, 2017, 2018)
Fundamentals of Directing (Fall 2011)

North Central College, Naperville, IL

Directing (Fall 2015)

Teaching Assistant:

Thtr 311-Dialects for the Stage	2012
Thtr 330-Staging The Musical	2012
Thtr 260-Fundamentals of Directing	2011

Guest Classes, Lectures, and Discussions

- “The RP dialect and the American Actor”
Northwestern University, 2010
- “Uncovering Directorial Point of View”
Northwestern University, 2010-2011
- “Musical Theatre Audition Practicum and Repertoire”
Temple University, 2006

Academic and Industry Service

Discipline and Industry

- **Theatre History Studies** **2020**
Peer Reviewer for Scholarly Publication
- **Rivendell Theatre** **2019-**
Play Reader

University

- **Faculty Senate** **2023-**
Vice-Chair
- **Faculty Senate** **2022-**
Faculty Council for Student Affairs Rep
- **Search and Screen DEI Training Subcommittee** **2022-**
- **University Curriculum/Gen-Ed Committee** **2022-**
Chair
- **University Curriculum Committee** **2020-**
Peer elected At Large Representative
- **Faculty Council for Student Affairs** **2020-**
Peer elected College of Arts Representative
- **Black Ensemble Theatre Anti-Racism Series** **2018-2019**
Co-organizer

College

- **CASAAC** (College of Arts and Sciences Academic Affairs Committee) Committee Co-Chair 2020-
- **CASAAC** Departmental Representative 2019-
- **CASAAC** Diversity Rubric Subcommittee Member 2019-
- **Harry Hild Student Writing Award** Scholarship Selection Committee member for CAS 2018-2020

Department

- **Stage Center Theatre Artistic Director** 2019-
- **CMT Executive Committee Member** 2018-
- **CMT Comm Hire Search Committee** Committee member and Secretary 2019-2020
- **Bernard Brommel Scholarship** Award Committee Member 2019, 2020
- **CMT Executive Committee** Committee Secretary 2018-2019
- **CMT Comm Hire Search Committee** Committee member and Secretary 2018-2019, 2020
- **CMT Department** Amenities Coordinator 2018-

Professional Skills Development and Trainings

DEI:

- *Seal of Excelencia in Education Institute (Current)*
- *Chicago Inclusion Project Anti-Racist Organization Continuum Training (Fall 2022)*
- *Conscientious Theatre Training: Anti-Racist Theatremaking (Fall 2020)*

Other Development/Trainings

- *Online Teaching (Northeastern Illinois CTL- 2020)*
- *Quality Matters: Designing Your Online Course (QM: 2020)*
- *Advisor Training (2019)*
- *Starfish Early Alert Training Completion (2018)*
- *Mental First Aid Certification (2018-three-year cert.)*
- *Norman Taylor: Lecoq Technique (Fall 2015)*
- *Columbia College Chicago: "Knight-Thompson Speech Work-A Workshop with Diane Robinson" (Summer, 2014)*
- *Northwestern University Searle Center for Teaching Excellence Faculty Training Workshop (Fall 2011, Fall 2012)*
- *Villanova University-"First Folio Technique for Shakespeare-Rodney Cotier, LAMDA" (Winter, 2008)*

Academic Skills and Theatrical Technology

Multiple LMS platforms including but not limited to Blackboard, Moodle, Canvas, and D2L; familiar with AutoCad, Vector Works, Google Sketchup, various box office ticketing software programs;

TYA AND SECONDARY LEVEL INSTRUCTIONAL EXPERIENCE

Actors Training Center, Wilmette, IL

05/12-Present

Current Head, The Musical Theatre Lab Professional Conservatory at ATC

Courses Taught:

Musical Theatre Lab Conservatory Program designer and lead instructor

Acting

Audition Repertoire

Musical Theatre Scene Study

Voice and Movement

Musicianship

Rehearsal Practicum

10 Minute Play Festival

Accents and Dialects

Chicago Academy for the Arts, Chicago, IL

1/17-Present

Faculty

Courses Taught:

Text Analysis

Theatre History

Directing

Directing Showcase

Bristol Riverside Theatre, Bristol, PA

9/07-6/09

Instructor

“Voice and Speech for the Actor”

“Acting”

Play On Acting Studio, Farmington, CT

9/06-6/07

“Musical Theatre Performance”

“Concept To Creation: Teen Musical Theatre Creation”

“Private Voice instruction and audition coaching”

SELECT DIRECTING AND ARTISTIC PROJECTS

2024	Mean Girls, the Musical	Fey and Richman	Actors Training Cntr
2023	Holler River	Caridad Svich	Northeastern Illinois
2023	Pippin	Schwartz, Hirson, Fosse	Actors Training Cntr
2022	Seussical	Ahrens & Flaherty	Actors Training Cntr
2021	Water by the Spoonful	Quiara Alegria Hudes	Northeastern Illinois
2021	Urinetown	Hollman & Kotis	Actors Training Cntr
2020	Lady's Guide to Mountains	MT Cozzola	Piven Theatre
2020	Tuck Everlasting	Miller and Tysen	Actors Training Cntr
2019	Xanadu	Beane, Lynne, Farrar	Columbia College
2019	Mamma Mia	Johnsn, Ulvaeus, Andersson	Actors Training Cntr
2018	High Fidelity	Abaire, Kitt, Green	Northeastern Illinois

2018	Marisol	Jose Rivera	Northeastern Illinois
2018	9 to 5	Parton and Resnick	Actors Training Cntr
2018	The Comedy of Errors	William Shakespeare	Chicago Academy...
2018	Nuevas Voces: New Play Fest	Various	Northeastern Illinois
2017	Caroline, or Change	Kushner & Tesori	Columbia College
2017	The Wedding Singer	Sklar & Beguelin	ATC
2017	The Grind	Kornfeld & Stratford	ATC/Underscore
2016	Big: The Musical	Maltby & Shire	Actors Training Cntr
2016	The Gilded Age	Paul Edwards	City Lit Theatre
2015	The Light in the Piazza	Guettel & Lucas	N. Central College
2015	In the Clearing	Various	Columbia College
2014	Size of the World	Charles Evered	RedTwist
2014	What to Listen For (world prem)	Kathleen Tolan	The Side Project
2013	25 th Annual Putnam County...	Finn and Sheinkin	Northwestern Main
2013	One, A Radio Play (world prem)	Terrence Mosley	POP Theatre
2012	South of Settling (world prem)	Emily Schwend	Steppenwolf (Next Up)
2011	The Beauty Queen of Leenane	Martin McDonagh	Northwestern U.
2010	The Mistakes Madeline Made	Elizabeth Meriwether	Northwestern U.
2009	Swimming in the Shallows	Adam Bock	Langhorne Players
2009	Through The Valley	Sarah Bowden	Philly Dramatists Cntr.
2007-8	Stinky Flowers & Bad Banana	William Croft Vaughn	WTE - NY, Edin., Indy
2005	The Wheel, the Musical (world prem.)	Nick Stanton	DB Arts (Players)
2005	The Three O'Clock	Sharyn Rothstein	DB Arts (Gene Frankel)
2003	Parade	Jason Robert Brown	Tisch School of the Arts

Select Staged Readings/Workshops/Developments

2022	Metamorphic	Dolores Diaz	Chicago Dram/NEIU
2021	Piggsville	Alvaro Saar Rios	Chicago Dram./NEIU
2020	Daphne, Becomes the Arctic	Greg Romero	MATC
2018	How To Hereo, or the Subway Play	Georgette Kelly	Filament Theatre
2018	The Great Writer	John Herrera	South Bend Civic
2016	Blackjack	Roger Q. Mason	Steept Theatre
2014	22 Mistakes (wkshp w/Francis Guinan)	Joel Drake Johnson	Next Theatre
2013	The Harassment of Iris Molloy	Zak Berkman	Next Theatre
2013	This is What They Did	Joel Drake Johnson	ABT Ripped Fest
2013	He Fam'ly	Darren Canady	ABT Ripped Fest
2012	Swimming in the Shallows	Adam Bock	Theatre Seven
2012	The Malcontent	John Marston	Two Pence Shakespeare
2011	Adrift	Dan Ochwat	MFA Showcase
2011	Lost and Found	Erin Hays	NU play development
2011	Car Trouble	Julissa Castillo	MFA Showcase
2011	Liberty Tree	Marisha Mukerjee	MFA Showcase
2005-7	Ella Minnow Pea, A Musical	Scott Burkell/Paul Loesel	William Morris/BRT
2005-7	Notes to Marianne, A new musical	Dan Lipton/David Rossmer	William Morris/BRT

America Rising Voices of Today

(New play development, commissioning, audience enrichment program that I created, funded, programmed, produced, and directed 2007-2009. In each staged reading I invited the playwright to Bristol to take part both in the rehearsal process and development of their work as well as in a variety of

audience engagement activities. These included panel discussions on critical social issues associated with each play, discussions surrounding new play programming at the theatre, and mentorship of Temple University's MFA acting program. This program recently entered its 7th season at BRT, <http://www.brtstage.org/category/production-type/america-rising-1>):

UP	Bridget Carpenter	Bristol Riverside
Lullaby	Michael Elyanow	BRT
Sick?	Zakiyyah Alexander	BRT
Harmless	Brett Neveu	BRT
Elliot, A Soldier's Fugue	Quiara Allegria Hudes	BRT

Assistant Directing

2015	Shakespeare's Greatest Hits	Dominic Missimi, dir.	Chicago Shakespeare
2014	Pericles	David Bell, dir	Chicago Shakespeare
2011	Orlando	Jessica Thebus, dir	Court Theatre
2012	Detroit (World Premiere)	Austin Pendleton, dir	Steppenwolf
2012	A Parallelogram (World Premiere)	Anna D. Shapiro, dir	Steppenwolf
2007	I Am My Own Wife	Jeremy B. Cohen, dir.	Hartford Stage

Vocal Coaching and Dialect Credits

The Rise and Fall	dir. Devon De Mayo	The Gift	Bolton
Heisenberg	dir. Nate Cohen	Griffin	various British
Ragtime	dir. Jerrell Henderson	Metropolis	Lithuanian
Marys Seacole	dir. Jerrell Henderson Hannah Todd	Griffin	Jamaican/RP
In Every Generation	dir. Devon De Mayo.	Victor Gardens	Italian
Light Falls	dir. Robin Witt	Steep Theatre	Manchester
Dear Jack, Dear Louis	dir. Jessica Fisch	Northligh	\Brooklyn/Yiddish
Mlima's Tale	dir. Jerrell Henderson	Griffin	Nigeria/RP
The Wickhams	dir. Jessica Thebus	Northlight	RP/Nottingham
X	dir. Jonathan Green	Sideshow Theatre	London
Kiss	dir. Monty Cole	Haven Theatre	Syrian
Pomona	dir. Robin Witt	Steep Theatre	Estuary
In To America Tour	dir. Dorothy Milne	Griffin Theatre	Various
For Services Rendered	dir. Robin Witt	Griffin Theatre	RP, Kent
Hopelessly Devoted	dir. Abby Pierce	Piven	London
The Total Bent	dir. Lili Ann Brown	Haven Theatre	North London
Zurich	dir. Brad DeFabo Akin	Steep Theatre	Swiss, German
Linda	dir. Robin Witt	Steep Theatre	Estuary British
Sweet Charity	dir. Ashton Byrum	Columbia College	New York
Book of Will	dir. Jessica Thebus	Northlight	Estuary/London
Parade	dir. Gary Griffin	Writers Theatre	Southern/NY
In to America	dir. William Massolia	Griffin Theatre	Various
The Book of Joseph	dir. Barbara Gaines	Chicago Shakespeare	Polish
Miss Bennet	dir. Jessica Thebus	Northlight	RP
Man in the Ring	dir. Charles Newell	Court Theatre	Various Caribbean
Mister Punch	dir. Shade Murray	House Theatre	Various European
Billy Elliott	dir. Ken Preuss	Highland Park Players	Northumberland
The Room	dir. Dado	A Red Orchid Theatre	London
Long Days Journey...	dir. David Auburn	Court Theatre	Midland Irish
Dead Man Walking	dir. Mikalina Rabinsky	Piven	Varied South

The Distance	dir. Elly Green	Haven Theatre	<i>Varied UK</i>
Women on the Verge	dir. Amy Uhl	Columbia College	<i>Castillian</i>
After Miss Julie	dir. Elly Green	Strawdog	<i>RP and Estuary</i>
Blood Brothers	dir. Fred Anzevino	Theo Ubique	<i>Liverpool</i>
Take Me Back	dir. Will Crouse	Poor Theatre	<i>Inland Southern</i>
Melancholy Play	dir. Polly Noonan	Piven	<i>Estuary and Italian</i>
The Hour of Feeling	dir. Jeffrey Ginsberg	Columbia College	<i>Palestinian, RP</i>
Season on the Line	dir. Jess McLeod	The House	<i>RP,Portuguese</i>
Titanic	dir. Scott Weinstein	Griffin	<i>Various</i>
Okay, Bye	dir. Margo Bordelon	Steppenwolf	<i>Vocal Coach</i>
Ironbound	dir. Daniella Topol	Steppenwolf	<i>Polish</i>
Men Should Weep	dir. Robin Witt	Griffin	<i>Glasgow</i>
If There is...	dir. Jonathan Berry	Steep	<i>Estuary</i>
Ivanov	dir. Joyce Piven	Piven	<i>Russian</i>
Violet	dir. Amy Uhl	Columbia College	<i>Vocal Coach/N.C.</i>
The Language Archive	dir. Polly Noonan	Piven	<i>Romanian, et. al</i>
Strangers, Babies	dir. Brad Akin	Steep	<i>Glasgow</i>
Tennessee Williams Project	dir. Matt Hawkins	Hypocrites	<i>Southern/Estuary</i>
The Shadow Over Innsmouth	dir. Shade Murray	WildClaw	<i>New England Shore</i>
Motortown	dir. Robin Witt	Steep	<i>Essex</i>
Compulsion	dir. Devon De Mayo	Next	<i>Israeli/French</i>
Conversations on a...	dir. Jonathan Berry	Strawdog	<i>Galway</i>
Bunberry	dir. Scott Cummins	NU	<i>RP</i>
The Exonerated	dir. Cat Miller	Next Theatre	<i>Various</i>
Night of the Iguana	dir. Damon Krometis	NU	<i>Various</i>
Sugarward	dir. Geoff Button	Side Project	<i>RP, Estuary</i>
American Storm	dir. Brian Golden	Theatre Seven	<i>Ohio, Cuban</i>
Assassins-Chicago	dir. Billy Pacholski	GoForth Prod.	<i>Various</i>
Exit, Pursued by Bear	dir. Cassy Sanders	Theatre Seven	<i>N. Georgia</i>
South of Settling(upcoming)	dir. Adam Goldstein	Steppenwolf /Next Up-	<i>SW. Missouri</i>
Spiked Heels (upcoming)	dir. Jessica Fisch	NU	<i>Boston</i>
The Homecoming	dir. Damon Krometis	NU	<i>Estuary</i>
The Glass Meneagerie	dir. John DiResta	NU	<i>Mississippi Blue Blood</i>
Where We're Born	dir. Brad Akin	Steppenwolf/ Next Up	<i>Western Mass.</i>
The Normal Heart	dir. John DiResta	NU	<i>Kentucky</i>
Trip to America	dir. Brant Russell	NU	<i>19 varied American/European</i>
Danny and the Deep Blue Sea	dir. David Prete	NU	<i>Bronx</i>
The Secret Garden	dir. Rives Collins	NU	<i>Moorlands, RP, Indian</i>
The Beauty Queen of Leenane	dir. Adam Goldstein	NU	<i>Connemara Irish</i>

ADMINISTRATION AND LEADERSHIP EXPERIENCE

Actors Training Center, Wilmette, IL

03/16-

Head of Musical Theatre and of The Musical Theatre Lab at ATC

- Create the curriculum for an intensive, 6-hr per week musical theatre conservatory for young professionals.
- Recruit new students from across the Chicagoland area who seek in depth career based MT training.
- Teach classes across the disciplines of acting, voice, and movement
- Direct the MT lab's two annual productions
- Collaborate with regional and national writers in the creation of new work written specifically for the MT Lab's student body.

- Integrate parents and board members into the lab's functions, fundraising activities, and practice based approach.

Northwestern U., Columbia College, Northeastern Illinois University, and North Central College, Chicago, IL **09/12-Present**

Instructor-Directing, Voice, and Interdisciplinary Performance

- Teach a variety of collegiate level theatre courses including Voice, Performance, Directing, and Interdisciplinary Theatremaking
- Lead a significant load of three classes per semester/quarter
- Participate in departmental curriculum planning committees and meetings
- Collaborate in shaping course goals, outcomes, and pathways in multiple subject areas
- Offer mentorship and student advising
- Craft personalized and tailored syllabi for both liberal arts and conservatory style curricula
- Direct departmental productions
- Vocal coach departmental productions, workshops, and activities
- Communicate closely with administrators and full time faculty to monitor student growth, development, and needs.

Bristol Riverside Theatre, Bristol, PA

08/07-06/09

Artistic Associate

- Responsible for the conception, programming, production, direction, and funding for BRT's first new/contemporary staged reading and work development series, "*America Rising: Voices of Today.*" This series brought playwrights such as Zakiyyah Alexander, Michael Elyanow, and Quiara Hudes to Bristol for the first time and placed the writers and their socially conscious works into conversation with theatre patrons, community leaders, and cultural partners.
- Established BRT's first major University partnership with Temple University's MFA acting program, whose students formed the *America Rising* company.
- *Served As Literary Manager*-Coordinated all script submissions, readings, and feedback and established lasting, quality relationships with literary agents and associated new voices. Served as production Dramaturg on *Copenhagen* and *Dear World*.
- *Served as In-house Casting Director*-Cast *America Rising* company. Facilitated all agent/casting submissions, scheduled all AEA auditions and callbacks both locally and in NYC as well as maintained casting files.
- *Grant Writing*: BRT's NEA/Arena Stage Outstanding New Play Grant proposal; and TD Bank grant.
- Additional Responsibilities:

Hartford Stage Company, Hartford, CT

8/06-7/07

Artistic Apprentice/Assistant to Associate Artistic Director Jeremy B. Cohen

- Managed all aspects of literary department including: script reading, evaluation and aided the programming process for HSC's Brand:New Festival of New Work.
- *Brand:New Festival of New Work*: Organized and facilitated all logistical arrangements for the festival including the creation and supervision of master schedules for artist needs and travel as well as for festival events and performances. Additionally, I coordinated volunteer efforts at the festival and liaised with all participating artists to ensure that all needs and visions were met.
- Managed HSC's casting office: Maintained all casting files, communicated with agents/casting directors regarding suggestions and submissions for upcoming projects, and scheduled/attended AEA calls as an HSC representative.

- Served as assistant dramaturg to Christopher Baker for HSC's productions of FENCES and I AM MY OWN WIFE where I provided extensive scholarly research and dramaturgy packets for cast and creative team.
- Additional duties at HSC included: Acting as Assistant Director for Jeremy B Cohen's production of I AM MY OWN WIFE. Further, I served as assistant to the critical Board subcommittee, "New Play Council" for which I scheduled all meetings and aided in planning numerous special events.

William Morris Agency, LLC, New York, NY

5/04-8/06

Musical Theatre Projects Tracking Coordinator/Agent Assistant

- Designed and implemented development and tracking program for new musicals created by clients/non-clients. This program sought to engender new creative partnerships regardless of representation within or out of WMA.
- Guided potential clients to refine and revise their work for productions and eventual representation. Additionally, this new program aspired to establish mentorships between established creative teams such as Stephen Flaherty/ Lynn Ahrens and new composing teams to aid in artistic development and growth.
- Attend readings, workshops and festivals to scout for new musical writing talent and recruited teams such as Scott Burkell/Paul Loesel, Dan Lipton/Dave Rossmer, Brian Hill/Neil Bartram
- As Agent Assistant for Jeremy Katz/Val Day: Responsible for sending, receiving, tracking client contracts/payments
- Scouted and researched talent and writers from productions, workshops, showcases, etc. in preparation for representation.
- Interacted daily with producers, casting directors, and arts administrators in commercial/not-for-profit sector and tracked and maintained all rights negotiations and proceedings for client productions

INTERNSHIPS

Dodger Stage Holding, New York, NY

9/03-12/03

General Management Intern

- Assist General Manger with various finance related responsibilities
- Handle financial analysis of Broadway shows 42nd Street and Urinetown
- Responsible for maintaining all show financial files, including paid bills and city files for touring destinations
- Arrange Tony voter tickets and process AEA contracts for touring productions and Broadway Broadway
- Assist with general copying, faxing and reception duties

The Producing Office, New York, NY

5/03-8/03

Producer's Intern

- Assist Company Managers of RENT, La Boheme and Avenue Q with all administrative responsibilities including payroll, union regulations, scheduling issues and transportation.
- Responsible for coordinating all investor packets, handling banking deposits, general filing And copying.
- Assist with research for future productions
- Create seating directories for opening night of Avenue Q and handled house seat requests for La

ADMINISTRATIVE SKILLS AND OFFICE TECHNOLOGY

Producing for not-for-profit and for profit, board development, organization, and communication, custom new play development process creation, contracts, copyright, and rights,

grant writing, arts PC and Mac experience, Microsoft Excel, Access, Word, Powerpoint, FileMaker Pro, Social media including Facebook, Twitter, LinkedIn, Snapchat