

## EDUCATION

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- MFA** University of California, San Diego March 2013  
Department of Theatre & Dance  
Concentration in Stage Management
- BA** Mount Holyoke College May 2003  
Major: Theatre Arts, Minor: Education  
Graduated Cum Laude

## TEACHING EXPERIENCE

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**Grossmont College** (El Cajon, CA) Feb 2024, Sept 2024

**Seminar Instructor**, Theatre Arts Department

- Taught a two-session seminar on theatrical stage management, including industry terms and job descriptions, and process from pre-production through closing
- Developed the curriculum and materials for this seminar

**University of California, San Diego** (La Jolla, CA) Sept 2016 to March 2017

**Visiting Lecturer**, Theatre & Dance Department

- Instructor on Record for TDDR 101: Stage Management, for Fall and Winter quarters
  - Supervised and assisted graduate student TA teaching the course; helped TA adapt the syllabus with some personalized/updated content, regularly met with TA to discuss teaching style and give feedback, supervised grading and submitted grades
  - 25-30 students in each quarter's class
  - Course description: "Discussion and research into the duties, responsibilities, and roles of a stage manager. Work to include studies in script analysis, communication, rehearsal procedures, performance skills, and style and concept approach to theatre."
- Faculty mentor for graduate/undergraduate stage management teams on their fall and winter department productions
  - Met with teams and talked through communication, collaboration, each of their strengths and what they wanted to work on throughout the process
  - Visited rehearsals, technical rehearsals, and a performance and observed their work & gave feedback
- Lecturer, 5-week Seminar on Opera Stage Management for graduate students
  - Created syllabus, collected course content and arranged for seasoned opera stage managers to "visit" class via video conference
  - Course objectives: to gain a working knowledge of opera history, composers, works, voice types and culture; to become familiar and comfortable with following an opera score; to understand similarities and differences between stage managing plays vs. opera; to learn and practice putting cues in a score, and calling from a score

## **Graduate Teaching Assistant, Theatre & Dance**

Jan 2013 to Mar 2013

- Taught TDDR 101: Stage Management, under supervision of Lisa Porter
- Adapted syllabus with personalized content and calling exercise; wrote and graded quizzes, met with students during office hours; graded projects and papers

## **OTHER SPEAKING/GUEST LECTURE EXPERIENCE**

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- AEA Outreach Presenter (and Co-Leader of the Presenter Team), co-leading presentations about Actors' Equity Association to students in college or professional acting/stage management classes around the country via Zoom: 2020-present
- Alumnae Panelist, "Crafting A Life in the Arts:" Weekend conference at Mount Holyoke College (South Hadley, MA): February 2017
- Guest Lecturer, Stage Management class at Palomar College (San Marcos, CA): Sept 2014

## **JOURNAL PUBLICATIONS**

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"El Henry: Herbert Siguenza's Epic Chicano Version of Shakespeare's I Henry IV," TheatreForum, Issue 46, 2014, pp. 56-61.

"WithOut Walls Festival Casebook: 'Kamchatka Cannot Be Managed,'" TheatreForum, Issue 44, 2013, pp. 71-72

## **OTHER WRITING**

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"How to Build A Career As A Freelancer," Half-Hour, by Bryan Runion, March 2024. Accessible at <https://itshalfhour.blog/how-to-build-a-career-as-a-freelancer/>  
Guest on Runion's companion podcast, Dynamic Dialogues, Ep. 07  
"Freelancing"

## **PROFESSIONAL TRAINING**

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### **CPR and First Aid Certified, Summer 2023**

The CPR Guy, hosted by San Diego Theatres

### **COVID-19 Compliance Officer Training, Summer 2022**

Health Education Services, Online

Completed training to become COVID Compliance Officer in the live entertainment industry, with topics including Role/Responsibilities; Screening, Exclusion, and Positive Test Protocols; Health Dept. Requirements; PPE; and Set Disinfection.

### **Harassment Prevention Training I, Fall 2020**

IATSE Training Trust, Online

Completed course about identifying behaviors that create or contribute to unlawful harassment, discrimination, and retaliation, and how to respond to incidents of harassment in the workplace.

### **Ally/Advocate Training Camp, Summer 2020**

Transgender Training Institute, Online

Completed 3-day training on understanding the transgender and nonbinary experience, and how to be an effective ally and advocate for transgender and nonbinary people, particularly in the workplace. Led by Maybe Burke and Isobel Connors.

## **Stage Managing Intimacy, Summer 2020**

Intimacy Directors & Coordinators, Online

Attended 6-week online class with stage managers around the country, regarding the stage manager's role in maintaining safety throughout the rehearsal process when there are scenes of intimacy in the production, and how to collaborate with Intimacy Coordinators.

## **OSHA-10 Certification, Spring 2020**

IATSE 122 Education Dept, Online

Attended 10-hour training course in basic safety and health information for workers in the construction and entertainment industry, focusing on workers' rights and responsibilities, common hazards, and how to interact with OSHA.

## **Certificate in Meeting & Event Planning, Completed Spring 2020**

San Diego State University, San Diego

Selected courses included Site Selection & Negotiation, Food & Beverage Planning, Audio Visual Basics, Financial Management of Meetings, Technology Tools, Nonprofits & Fundraisers, Event Marketing & Promotion

## **Stage Manager Intensive, February 2012**

Movement and Combat Education, Chicago IL

Attended a stage combat training workshop for stage managers, led by Fight Master J. Allen Suddeth and Broadway Stage Manager Thomas Kelly

## **PROFESSIONAL AFFILIATIONS**

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International Association of Theatrical Stage Employees (IATSE) Local 122, 2020-present  
Journeyman Electrician in the union of professional stagehands

Actors' Equity Association (AEA), 2013-present

- Member of the League of Resident Theatres Contract Committee, and the Western Independent Contract Committee
- Member Education & Engagement Action Team
- Former member of Stage Managers Committee, Western Developing Theatres Committee

United States Institute for Theatre Technology (USITT), 2010-present

Mentor, Stage Management Mentor Project, 2023-present

Member, Association for Performing Arts & Entertainment Professionals

Stage Managers' Association, 2010-present

Professional Member, organization for stage managers in the U.S.

PROFESSIONAL EXPERIENCE

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Stage Management – Theatre, Dance, Music and Opera

Pointeworks, 2024-present

Stage Manager for ballet performances in La Jolla, and NYC and Irvine  
(upcoming)

San Diego Opera, 2020-present

Stage Manager for periodic concerts produced by SDO at the Conrad and the  
Balboa Theatre

San Diego Symphony, 2019-2023

2021-2023: Stage management for concerts at the Rady Shell, featuring the  
San Diego Symphony and/or special guests, including Indigo Girls, Jason  
Mraz featuring Rebecca Jade, Sergio Mendes

2019: Stage Manager, *Were You There* (site-specific installation at Sandbox)

Camarada @Conrad (La Jolla), 2021-present

Stage management for Camarada's chamber music concerts at The Conrad  
concert hall

Cygnnet Theatre (San Diego), 2019

*Angels in America, Parts I & II* in repertory (ASM, dir. Sean Murray)

Anchorage Ballet (Anchorage, AK), 2017

Spring Recital & Spring Celebration (SM)

Spoletto Festival USA (Charleston, SC), 2016

Helmut Lachenmann's *The Little Match Girl* (PSM; U.S. premiere, dir. Mark  
Downs and Phelim McDermott)

La Jolla Music Society, 2016-2022

Stage management for classical, jazz and dance concerts, including Paul  
Taylor Dance, Joffrey Ballet, Storm Large, Jazz at Lincoln Center Orchestra  
featuring Wynton Marsalis, Bela Fleck, Herbie Hancock, Arturo Sandoval,  
Ranky Tanky

Old Globe Theatre (San Diego), 2015-present

*Empty Ride* (SM, reading)

Powers New Voices Festival (SM: 2022, 2020)

*Picasso at the Lapin Agile* (replacement ASM, performances)

*The Metromaniacs* (replacement ASM, performances)

*Sense & Sensibility* (ASM, dir. Barbara Gaines)

*Arms and the Man* (ASM, dir. Jessica Stone)

San Diego Repertory Theatre, 2014-2019

*A Doll's House, Part II* (SM, dir. Sam Woodhouse)

*Fun Home* (ASM, dir. Sam Woodhouse)

*Detroit* (SM, dir. Sam Woodhouse)

Palomar College Dance (San Marcos, CA), 2014

Stage management for Spring and Winter student dance concerts

Center Theatre Group (Los Angeles, CA), 2013

*different words for the same thing* (SM; workshop, dir. Neel Keller)

San Diego Gay Men's Chorus, 2013-present

Stage management for 3 choral concerts per year in 1300-seat venue (with light cues, scenic/props pieces, projections/video, dancers, special guests)

La Jolla Playhouse, 2012-present

*The Untitled, Unauthorized Hunter S. Thompson Musical* (sub ASM, performances)

*Kristina Wong: Sweatshop Overlord* (sub ASM, performances)

*not-for-profit* (SM; DNA New Works reading 2021, dir. Reginald Douglas)

*Kill Local* (ASM; world premiere, dir. Jackson Gay)

*Tiger Style!* (ASM; world premiere, dir. Jaime Castañeda)

*Kingdom City* (ASM; world premiere, dir. Jackson Gay)

*Kamchatka* (SM, WithOut Walls Festival)

*El Henry* (PSM; world premiere, dir. Sam Woodhouse)

*Hands on A Hardbody* (PA/Sub ASM; world premiere, dir. Neil Pepe)

## Event Management/Production

ARCS (2024-present)

**Stage Manager:** Scientist of the Year Award (The Conrad, La Jolla)

ZK MGMT (2023)

**Deck Manager:** AuditBoard (San Diego)

Show Imaging (2021-present)

**Deck Manager:** 2024 Rady Children's Hospital Gala, 2023 2021 San Diego Wave Fútbol Club Logo Press Release event at Scripps Seaside Forum

**Show Caller:** 2024 UCSD Health Leadership Quarterly Meetings, 2024 World Design Conference, 2024 UCSD GEPA Graduation & Preuss School Graduation, UCD Triton Athletic Awards (2024, 2023), 2023 Audible event at Comic Con, 2023 San Diego Futbol Club Groundbreaking, 2022 Sharp HealthCare Donor event "Envisioning Excellence" at the Rady Shell; 2021 UCSD Triton Leaders Conference (Virtual); 2021 UC San Diego Convocation at RIMAC Field

RIVE Experiential Production Agency (2022-present)

**Show Caller:** 2022, 2023: TechStars FounderCon (San Francisco, CA)

**Deck Manager:** 2023: ETA Senior Leadership Forum (Carlsbad, CA), 2022-2024: ETA TRANSACT (Las Vegas, NV), 2022: EverFi (Scottsdale, AZ)

Downtown San Diego Partnership (2021-present)

**Stage Manager:** Create The Future Awards 2024  
Installation Celebration 2022 (**Day-of Event Producer**) and 2021 (**Show Caller**)

Gafanha & Associates (2018-present)

**Deck Manager:** 2024 MRI Ascend (San Diego), 2023 HLTH ViVE (Nashville, TN), 2022 ADP Meeting of the Minds (Anaheim, CA), 2021 ETA Senior Leadership Forum (Carlsbad, CA); 2018 Argentum Senior Living Executive Conference, with Keynote by Joan Lunden (San Diego)

Haute (2020-2022)

**Breakout Host (Virtual):** 2022 Dell Sustainability Session; 2021 Fastly ExVo Holiday Party; 2021 Dell Women Achieve event; 2021 BMW Fastly event; 2021 SoftVision Scavenger Hunt; 2021 NTT Data Shark Dive; 2021 Ekata Escape Room

**Breakout Producer (Virtual):** 2020 Dell Champs event, Dell APJC Tech Summit, Dell Americas annual meeting

**Main Session Co-Producer:** 2020 Age of Conversation Summit (Virtual)

Tempo Live Events (2011-present)

**Show Caller:** 2024 Illumina Awards (San Diego)

**Deck Manager:** 2023 CareFest, by Caring Across Generations (Los Angeles)

**Breakout Producer (Virtual):** 2022 and 2021 3M USACTM annual meetings; 2021 US Foods FFVLA annual meeting

**Production Assistant/Runner:** CBS Interactive “Cnet Base Station” event during Comic Con, 2011-2013

Water For People’s Jazz on Tap (2019-present)

**Event Coordinator** for charity jazz festival, 2024 and 2023 at Quartyard, 2022 and 2021 at Westin Gaslamp San Diego; 2019 at Waterfront Park San Diego

- Collected RFPs for vendors, liaised with vendors and contracted bands, created and maintained day-of schedule, supervised the production of the event and production volunteers, consulted and advised planning committee on best practices within live events

Tencue (2017)

**Deck Manager:** Schwab IMPACT conference, with Keynote by Magic Johnson

## Production Management

San Diego Theatres (2017-2020, 2022-present)

Production Coordinator: Assist Production Manager & Supervisor with distributing tour rider info to local crew, drafting crew schedules and labor calls, liaising with Front of House, Operations, Facilities, and Engineering departments, ensuring Broadway shows and music/comedy tours have

everything they need for their production, in 2 presenting venues (Civic Theatre & Balboa Theatre)

La Jolla Playhouse (WithOut Walls Festival, 2017)

Assistant/Venue Production Manager: Assisted LJP Production Manager in coordinating incoming groups and their technical/logistical needs for the festival; managed one of the festival venues (Bread and Salt gallery) from load in to load out, which included 6 performance groups and 2-3 art installations

San Diego Gay Men's Chorus (2013-2016, 2022-2023)

Production Manager: Work with Executive Director, Artistic Director & Stage Director to coordinate technical needs, assemble designers and production team, track budget, lead production meetings, create and distribute agendas and meeting notes, liaise with production staff at performing venue, supervise load in and load out

## REFERENCES

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Lisa Porter  
Head of Stage Management, UCSD  
917-698-3818  
ljporter@ucsd.edu

Charles Means  
AEA Stage Manager (Broadway/Regional)  
347-262-0748  
means.charles@gmail.com

Carolyn Satter  
Former Production Manager, San Diego Theatres (retired)  
619-459-3144