

REED RIDGLEY

GENERAL MANAGER/FINANCE MANAGER

reed.ridgley@gmail.com

917-826-4925

www.reedridgley.com

SUMMARY

I am a General Manager/Finance Manager with a proven track record of providing comprehensive general management and financial management services to producers and organizations developing and producing plays and musicals.

- Production and Institutional Budgeting
- Quickbooks - Full Accounting
- Cash Flow Management
- Union Contracts & Negotiations
- Payroll Administration
- Annual Audit and 990 Prep and Execution
- Board Financial Reporting & Presentation
- Bank and Credit Card Reconciliations
- Financial Forecasting & Scenario Planning
- Accounts Payable, Receivable & Vendor Management

PRODUCTION HIGHLIGHTS

- *[title of show]* – Vineyard Theatre
- *Scottsboro Boys* – Vineyard Theatre
- *Avenue Q* – Vineyard Theatre
- *Book of Mormon* - Vineyard Theatre
- *Carrie* - MCC at the Lucille Lortel Theater
- *All the World's a Stage* - Keen Company
- *House of McQueen* - The Mansion at Hudson Yard
- *Hunchback of Notre Dame* - Houston Broadway Theatre
- *Wig Out!* – Vineyard Theatre
- *39 Steps* - Union Square Theatre
- *Prey for Rock and Roll* - CBGB
- *Golden Motors* – Princeton University

EXPERIENCE

DIRECTOR OF FINANCE

2025 - Present

Transport Group Theatre Company

- Oversee all financial operations for the nonprofit theatre company, including budgeting, forecasting, cash flow, payroll, accounts payable and receivable, and general ledger management.
- Develop and maintain annual operating and production budgets and provide ongoing financial reporting to leadership.
- Monitor cash position, revenue and expenses, identifying variances and updating projections throughout the fiscal year.
- Manage payroll administration, vendor payments, artist and contractor payments
- Maintain accounting records and reconciliations and work closely with outside accountants on year-end closing, audit preparation, and tax filings.
- Prepare financial reports and supporting materials for senior leadership and the Board of Directors.
- Track contributed and earned revenue, restricted funds, grants, and production-specific income and expenses.
- Support organizational and production planning by evaluating financial implications, modeling scenarios, and advising leadership on budgeting and resource allocation.

INSTITUTIONAL GENERAL MANAGER

Keen Company

2019 - 2026

Vineyard Theatre

2004 - 2011

Classic Stage Company

2003 - 2004

- Oversaw institutional financial operations, including annual operating and production budgets, cash flow, payroll, reconciliations, financial reporting, board reporting, and annual audit preparation.

- Maintained and monitored general ledger, balance sheet, trial balance, and transaction detail, working closely with artistic and executive leadership on financial planning and organizational decision-making.
- Managed institutional operations across the season, including staffing, contracting, scheduling, payroll administration, insurance, vendors, and company policies.
- Negotiated and administered union agreements, artist and creative contracts, vendor agreements, and other institutional and production-related commitments.
- Supervised and coordinated company management, production management, stage management, and administrative personnel.
- Partnered with artistic leadership on season planning, production feasibility, budgeting, scheduling, and allocation of organizational resources.
- Served as General Manager for all productions while maintaining oversight of the broader institutional infrastructure that supported the seasons.

PRODUCTION GENERAL MANAGER

2022 - Present

Form Theatricals

- Develop and manage production budgets, cash flow, cost reporting, and financial forecasts from pre-production through closeout.
- Negotiate and administer contracts for actors, creatives, stage managers, crew, vendors, venues, and production services.
- Manage union relationships and compliance, including AEA, SDC, USA 829, IATSE, AFM, and applicable collective bargaining agreements.
- Coordinate production schedules, staffing, rehearsals, technical periods, performances, load-in, and load-out.
- Oversee payroll, company management, travel, housing, per diem, insurance, and production-related administration.
- Work closely with producers, directors, production managers, designers, stage management, and department heads to keep productions on schedule and within budget.
- Manage venue relationships, rentals, production vendors, box office settlements, royalties, and other production-related financial obligations.
- Oversee production closeout, including final payroll, vendor payments, union obligations, reconciliations, and settlement reporting.

PRODUCING DIRECTOR

2019 - Present

Mason Holdings

- Manage all aspects of Production and Finance
- Established 501(c)(3) nonprofit status
- Produced *Found*, (2019) at The Cell, *Hart Island*, (2021) at The Gym at Judon, and *Small Acts of Daring Invention* at Here (2025)

DIRECTOR OF FINANCE/GENERAL MANAGER

2017 - Present

CityKids Foundation/East Village Playhouse

- Oversee accounts payable and receivable, cash flow, bank and box office reconciliations, and day-to-day financial operations.
- Develop and maintain institutional, program-specific, and production budgets, including forecasting and variance analysis.
- Manage payroll administration, contractor payments, vendor relationships, and financial documentation.
- Prepare financial reporting for organizational leadership and the Board of Directors.
- Coordinate annual audit preparation, year-end close, and supporting documentation for Form 990 and other nonprofit filings.
- Track contributed and earned revenue, grants, restricted funds, and program-specific income and expenses.

- Oversee box office operations, ticketing systems, sales reporting, and revenue reconciliation for East Village Playhouse.
- Support grant applications, reporting, nonprofit compliance, and longer-term financial and organizational planning.

DEVELOPMENT MANAGER

2016 - 2019

Cherry Lane Theatre

- Executed all grant applications and final reports including NEA, NYSCA, DCA, Shubert, Gillman, and ART/NY
- Managed grant calendar
- Identified potential new sources of contributed income
- Managed database, donor acknowledgements, and tracked fundraising goals

EDUCATION

- BFA in Theatre; New York University, Tisch School of the Arts

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