

SUMMARY

I am a Theatre General Manager with a proven track record of providing comprehensive general management, financial management, and company management services to organizations developing and producing plays and musicals. Drawing on my extensive network of designers, agents, legal, press & marketing representatives, I am committed to cultivating a respectful, nurturing, and collaborative environment for artists and institutions creating innovative works.

- Production and Institutional Budgeting
- Quickbooks - Full Accounting
- Cash Flow Management
- Union Contracts & Negotiations
- Venue & Vendor Management
- Company & Front of House Management
- Box Office Services and Inventory Management
- Ovationtix/Audience View
- Tax Exempt 501(c)(3) set up, Audit & 990 Prep
- Nonprofit Grant Research and Writing

PRODUCTION HIGHLIGHTS

- *[title of show]* – Vineyard Theatre
- *Scottsboro Boys* – Vineyard Theatre
- *Avenue Q* – Vineyard Theatre
- *Book of Mormon* - Vineyard Theatre
- *Wig Out!* – Vineyard Theatre
- *God's Ear* - Vineyard Theatre
- *Carrie* - MCC at the Lucille Lortel Theater
- *39 Steps* - Union Square Theatre
- *Volpone* – Red Bull Theater at the Lucille Lortel
- *Crumbs from the Table of Joy* – Keen Company
- *Prey for Rock and Roll* - CBGB
- *Golden Motors* – Princeton University

EXPERIENCE

GENERAL MANAGER 2019 - Present
Keen Company

- Full accounting and board reporting of payroll, production and institutional budgets, cash flow management, account reconciliation, annual audit as well as maintaining up-to-date GL, balance sheet, trial balance, and transaction detail reports
- Contracting and management of all creatives, actors, stage managers, crew, etc.
- Union, talent, and vendor negotiations
- General Manager for all productions

GENERAL MANAGER 2004 - 2011
Vineyard Theatre
Classic Stage Company 2003 - 2004

- CFO responsibilities included account reconciliation, maintenance of GL, balance sheet, trial balance, and transaction detail.
- Union, talent, and vendor negotiations
- Institutional IT and HR responsibilities including benefits and payroll
- Contracted and managed production teams including creative team, actors, stage managers, crew, etc.
- Oversaw and managed of front of house, box office, and company management

CO-PRODUCER/GENERAL MANAGER 2019- Present
Form Theatricals

- *Happy Birthday Doug* - Soho Playhouse
- *I Love My Family, But* - Soho Playhouse
- *A Hanakku Carol* - Workshop
- *Grief, A One-Man Shit Show* - Theatre Row
- *Gas* - Theatre Row

PRODUCING DIRECTOR 2019- Present

Mason Holdings

- Manage all aspects of production, marketing, fundraising, and finance
- Established 501(c)(3) nonprofit status
- Produced *Found*, (2019) at The Cell and *Hart Island*, (2021) at The Gym at Judon

DIRECTOR OF FINANCE/GENERAL MANAGER 2017 - Present

CityKids Foundation/East Village Playhouse

- Accounts payable and receivable, cash flow, bank and box office reconciliations
- Manage tenants, production calendar, and front of house at Off-Off Broadway theatre

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

YOGA TEACHER 2016-Present

Modo Yoga NYC, Sui Yoga, Equinox

EDUCATION

- BFA in Theatre; New York University, Tisch School of the Arts
- Yoga Teacher Training 1200 Hours

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