

FILM

DIRECTOR

Warriors of Education - *Fundraising Video*

Produced by Karen Sklaire Watson

DIRECTOR

Tom's River Shakespeare Festival - *Fundraising Video*

Produced by Lori Garrabrant

CO-PRODUCER / PRODUCTION MANAGER

Warriors of Education - *Documentary Short Film (in Post)*

Produced by Karen Sklaire Watson, Co-Directed/DP by Rachel Lattin

- Consulted in fundraising activities, including events and directed fundraising video.
- Consulted in development of story and assessment of subjects.
- Sought and hired personnel, created contracts, rented equipment, location approvals.
- Scheduled shoot days as well as on-set management.

PRODUCTION MANAGER / LINE PRODUCER

Sound/Vision - *Narrative Short Drama*

Written & Produced by Ari Rossen, Directed by Jeremiah Kipp

- Along with the Producer, searched and hired 10 crew members
- Organized daily transportation schedule
- Facilitated all cast and crew meals
- Managed receipts from crew
- Liaison between location contacts, crew/cast and production staff
- Wrapped all locations
- Coordinated with Producer on insurance and permits

PRODUCTION MANAGER / 1ST AD

Saving Unicorns - *Web Series (S1:E3 - P.O.V)*

Written & Produced by Staci Jacobs, Directed by Martine Charnow

- Worked closely with Director and Director of Photography during pre-production and shoot to ensure efficient time management and shot must haves, including wrapping out location
- Created transportation schedule
- Acted as point of contact between the Producer, cast, and crew on shoot day and kept shoot on time

ASSOCIATE PRODUCER / 1ST AD

Actor Reel Project

Produced & Written by Charlotte Purser, Directed by James Carter

- Created crew and cast contact lists, call sheets, and shooting schedule
- Worked closely with Director and Director of Photography during shoot to ensure efficient time management and shot must haves, including wrapping out location
- Organized and facilitated all cast and crew meal orders with partnering restaurant

PRODUCTION ASSISTANT

Lost & Found - *Narrative Short*

Written by Laura Sweeney, Directed by Jeremiah Kipp

- Assisted Camera Department

PRODUCTION ASSISTANT

Come Home - *Narrative Feature*

Written & Directed by Ben Charles Edwards, UPM by Samantha Slater

- Assisted Production Management department

PRODUCTION ASSISTANT

Dinner Is Served - *Stop Animation Short*

Written & Directed by Yekaterina Minskova, DP by Shoshanna Withers

- Assisted Set Decorator

PRODUCTION ASSISTANT

Merce - *Webseries (S2)*

Produced & Written by Charles Sanchez, Directed by Tyne Firmin

- Assisted Set Decorator

THEATRE

PRODUCER

Savage in Limbo - *Full length Play*

Produced by Dogface Theatricals, Directed Eric S. Robertson

- Fundraised \$8,000 for entire production
- Hired all cast and creative positions and contracted a site-specific location in a downtown NYC bar
- Marketed to potential audience members via social media, personal letters, and emails
- Received approval from Equity for a showcase production, and coordinated all insurance and rehearsals
- Liaised with all creative positions on look, feel, and aesthetic of the show

CO-ASSOCIATE PRODUCER

Between the Threads (Jewish Women Project) - Full length Devised Play

Produced by Coral Cohen, Co-Associate Produced by Lucy Powis

- Rehearsal and production schedule creation, contracts creation
- Marketing and publicity, audience building and ticketing
- Coordination with actors union and venue
- Direct support to Lead Producer on all aspects of production

ASSOCIATE PRODUCER

Whore - *Full length Solo Show*

Produced by Suzanne Tufan, Directed by Lindsey Hope Pearlman

- Marketing, publicity, audience building and ticketing.
- Coordination with venue, box office, front of house.

ASSOCIATE PRODUCER

4 Little Girls - *Staged Reading Panel Talk-Back*

Produced by Erich McMillan-McCall (Project 1Voice)

- Acted as point of contact for moderator and 9 panel members before and during panel
- Created VIP audience member lists and facilitated seating for panel members' special guests

PRODUCTION ASSISTANT

Moonlight and Magnolias - *Full length Play*

Produced by Manhattan Theatre Club, Directed by Lynn Meadow

- Assisted Stage Management team during rehearsals
- Assisted ASM and participated in backstage crew during performances
- Rehearsed understudies

PRODUCTION ASSISTANT

Sally Wilfert at 54 Below - *Solo Cabaret Performance*

Produced by 54 Below, Musical Directed by Chris Fenwick

- Consulted on marketing plans, including creating and maintaining MailChimp lists, emailing updates, and creating performer Facebook page
- Created press release and distributed to theatrical journalists

ADDITIONAL CREDITS

FOUNDER, SQUARECIRCLE PRODUCTIONS

EDUCATION / TRAINING / VOLUNTEER WORK

BA, Ohio Northern University

Producing Mentee: Leap Workshops with Molly Pearson (Partial Comfort Productions/Table Ten Films)

Active Auditor: Summer Directing Class 2018 Taught by Karen Kohlhaas (Atlantic Theatre Company)

Volunteer: Athena Film Festival, Barnard College (2018), IFP Project, Dumbo, Brooklyn (2018)