

## EDUCATION

Virginia Commonwealth University, Richmond, VA

Bachelor of Fine Arts, Theatre Performance - 3.6 GPA, Magna Cum Laude

## WORK EXPERIENCE

### **Solas Nua, Washington DC**

**Winter 2023 - Present**

*Casting Director*

- Created casts for mainstage and readings that appropriately fit director's vision and thought on feet to adjust if cast member dropped or was unavailable
- Organize and maintain actor databases (*Airtable* and paper files) to make sure all records reflect current talent in addition to scouting new actors and collaborating with the artistic director
- Connect with a wide variety of artists to ensure company is reflecting the surrounding community
- Treat sensitive information with digression

### **Studio Theatre, Washington DC**

**Spring 2024 - Present**

*Artistic Associate*

- Assisting with 2024 Non Union Open Call by reaching out to DC local non union actors, being the actor point of contact, organizing actor information database and organizing day of operations

### **Prologue Theatre, Washington DC**

**Winter 2023 - Present**

*Artistic Associate*

- Cast three plays in rapid succession during New Works play festival, in addition to being the main point of contact for playwrights, creating all paperwork and forms for play submissions, sorting plays, helping to hire readers and reading plays
- Coordinated between actors and artistic director to create a seamless and clear line of communication
- Created all casting calls, as well as organized all materials needed for auditions and callbacks

### **Kennedy Center, Washington, DC**

**Fall 2023**

*Local Theatre Festival Assistant*

- Tracked, checked in and greeted artists and production assistants
- Answered questions from artists, production assistants and the general public
- Helped organize to make sure day ran smoothly

### **The Theatre Lab, Washington, DC**

**Spring 2020 – Summer 2023**

*Administrative Assistant (Spring-Summer 2023)*

- Collaborated with various staff members on marketing, outreach and research projects to help promote and ensure funding and advertising for the company, including research for their big fundraising Gala
- Generated multiple spreadsheets and files of previous classes, productions and upcoming events as well as arranged schedules to maximize organization
- Registered students for classes as well as answered and directed phone calls to appropriate resources

*After Care Director (Summer 2022)*

- Coordinated and facilitated the aftercare program to ensure campers continued to have a fun, safe place to play and relax after regular camp hours
- Answered counselor/parent questions and handled any emergencies that may arise after normal camp hours, in addition to confirming all facilities were cleaned and ready for use the next day

*Assistant Summer Camps Director (Summer 2021)*

- Liaison between parents, teachers and summer staff to ensure clear communication is received
- Ran the aftercare program that provided a safe place for campers to relax and play after normal camp hours
- Assisted with various administrative spreadsheets and paperwork, including camper medical forms, cast lists, contact sheets and schedules