ROBERT SMITH

Stage Manager - Theater Technician

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Savvy Stage Manager with a proven track record of running multiple events simultaneously while delivering superior customer experience. Effective manager, able to motivate diverse groups of people toward a shared goal to exceed expectations and deliver results. Skilled in supervising large groups under tight deadlines.

JUNE 2007 – AUGUST 2007

STAGE MANAGER - THEATER TECHNICIAN - ABC CORPORATION

- Responsible for coordination of a production involving forty students for summer theatre.
- Relayed and documented all production information for the production team and student cast members.
- Mitigated and facilitated communication between the producers, directors, cast members and parents.
- Scheduled costume fittings, music rehearsals, mini rehearsals, and simultaneous rehearsals for a cast and production team of 50 people.
- Successfully orchestrated production with over 300 light cues and a double revolving stage.
- Maintained a Microsoft Outlook calendar for the director, designers, and cast.
- Served as an example and teacher to the forty youth involved in the summer theatre program.

2004 – 2007

STAGE MANAGER - ABC CORPORATION

- Advertising through social media links and in person for the production as well as for the theatre.
- Managed props and costumes for actors during the production of Barefoot in the Park.
- Acted as primary contact for cast members and production staff during the run of the show.
- Took blocking notes for director and cast; assisted director with choreography for scene changes during production; assisted with managing last-minute cast changes.
- Assisted the director by maintaining the organization of props, costumes, staging, and theatre upkeep.
- Choreographed scene changes Managed 12 cast members Helped increase ticket sales by 5% through direct advertising and relationship building.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

B.A. in Theatre Studies - 2002 (Brigham Young University)

SKILLS

Microsoft Office Products, Cash Handling, Telephone Skills.