



Experience

2018-Present Audience Services Associate

Victory Gardens Theatre

- *Box Office*: Sell single tickets and subscriptions to patrons of the theatre
- Greet patrons at will call, assist House Manager in tracking and organize patrons at performances
- *House Management*: Work with show stage managers, volunteer ushers and theatre staff to make sure each show is run smoothly from the front of house
- Assist patrons with possible needs and direct any questions to appropriate staff members
- *Bar*: Create and serve various drinks for patrons of the theatre
- Work with customers to provide a satisfying experience
- Clean, organize, and maintain stock and the service area

2017-Present Freelance Photographer and Graphic Artist

CVR Design

- Work with clients to create branding materials such as logos, business cards, and letterhead
- Create Graphics for theatrical marketing. Posters, digital content, and programs
- Work with clients to create high quality photos for use as headshots for auditions and other contracts.
- Create and maintain a tight schedule to meet expected deadlines from each client

2017-2018 Wardrobe Apprentice

The Steppenwolf Theatre Company

- Prepare and maintain costumes during the run of a show, including laundering items as necessary.
- Work with the costume designer, costume shop supervisor, and wardrobe staff to maintain the vision of the show through its run
- Facilitate any costume changes, hair, and make up needs during each performance.
- Prepare dressing rooms and assist actors with any general costume or dressing room needs.

2014-2017 Student Ambassador Co-Director

University of Wisconsin- Green Bay

- Manage up to thirty University Student Ambassadors
- Create tour schedules, review performance and coordinate training
- Work with the recruitment, hiring, training, managing and supervision of the Student Ambassadors
- Assist in coordinating various FOCUS [First-year Opportunities and Connections for University of Wisconsin- Green Bay Students] programs such as Registration and Resources and Orientation
- Maintain databases with current and retired Student Ambassador information

Skills

- Microsoft Office Suite, Adobe Creative Suite [Photoshop, Illustrator, InDesign]
- Working Knowledge of HTML
- Working Knowledge of STX Scheduling Software
- Working Knowledge of Spektrix CRM and Ticketing System

Education

Bachelor of Arts in Theatre: Design Technical Emphasis; Design Arts Minor

University of Wisconsin-Green Bay, Green Bay, WI, 2017

Shannon Higgins

Wardrobe, Hair, and Make Up Supervisor
Steppenwolf Theatre Company

Stephanie Kaponya

Student Life Program Coordinator
UW- Green Bay

Erin VanDaalwyk

Asst Dean of Students
UW- Green Bay