

EDUCATION

Master of Arts in Teaching K-12 Theatre

Summa cum Laude, University of South Carolina, May 2000

Bachelor of Arts/Majors: Theatre and Interpretation, English

Magna cum Laude, Central Michigan University, June 1993

PROFESSIONAL EXPERIENCE

Academic Specialist: Theatre, Arts and Cultural Management

Department of Theatre, Michigan State University, Lansing, MI March 2012- present

Teaching

- Teach ACM 271, Intro to Arts & Cultural Management, ACM 462 Promotion & E-Commerce, ACM 467 Development & Fundraising, ACM 801 Graduate Intro for ACM, ACM 464 Outreach & Engagement, THR 422 Children's Theatre, and AL 210 Theatre & Social Justice, THR 332 Foundations of Children's Theatre
- Teach THR 300C, Acting for Performance
- Serve as faculty mentor to MSU Student Arts Council
- Serve as Artistic Director to the Sense-Ability Ensemble, develop content for outreach initiatives, & 4th Wall Theatre/MI Autism Alliance Collaboration
- Supervise students in Independent Study & internship placement
- Created new content for THR 422, Children's Theatre, ACM 464 Education & Outreach for Arts and Culture, ACM 467 Development for Arts and Cultural Management
- Created new content for Arts & Cultural Management Minor, and development of MA in Arts and Cultural Management

Advising

- Advise ACM Graduate Students, serve on Graduate Committees for ACM & THR
- Have advised over 200 undergraduate theatre majors and theatre, dance & arts and cultural management minors, degree navigate rising & current senior students to track requirements and progress toward graduation, monitor students on or near academic probation, calculate credits for zero enrollment
- Assist faculty and students with academic overrides, degree status changes, course scheduling issues and program/course changes

Outreach

- Create theatrical work specifically for students in the community with ASD and other Diagnoses
- Partner with 4th Wall Theatre Company to conduct theatrical workshops for students with ASD and other diagnoses
- Liaise with community arts and cultural organizations for various course projects
- Coordinated and execute all aspects of Friends of Theatre GALA including registration, payment, auction items, donation letters, tax issues, sponsorship, entertainment, food & beverage, etc.
- Primary liaison for FOT Trippers' Club, organize all trips including payment, bus & dinner reservations, theatre tickets and talk back sessions
- Generated monthly FOT E-Newsletter
- Update membership information
- Developed content for pre and post show workshops in the public schools
- Coordinated all student matinee performances and talk back sessions

- Attended festivals & follow up with possible recruits through letter, email & phone calls

Administration/Service

- Interim Program Director, Arts and Cultural Management Program, 2018-2019
- College Curriculum Committee (CCC), College of Arts and Letters, MSU 2018
- RAIND Advisory Board, MSU 2018
- Served as temp Head of Area/Theatre Studies
- Served on CAL Citizen Scholars Advisory Board
- Served on Play Selection Committee
- Served on Undergraduate Grievance Committee
- Designed season production programs, work with marketing departments
- Sent out production press materials, releases and photographs
- Secured royalties for season productions
- Updated DOT website
- Administered Grant Application & distribution procedures for SPAM

Directing

- Direct Summer Circle Theatre and Main Stage productions for Department of Theatre

Playwriting

- Wrote FARM! A Musical Experience, STOP COPYING ME!, MAKE ME FAMOUS, all produced by Department; FARM! on state wide tour 2018
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Freelance Editor

2011- 2015

- Edit academic papers, book proposals & texts for individual clients

Associate Producer: NewBourne Productions, LLC

2010-2012

- Screenwriter DREADFUL SORRY the movie, SC
- Created and managed \$100,000 film budget
- Recruited DP, UPM, Gaffer, Editor, Composer, Wardrobe & Make-up, and Art Director
- Assisted Director with casting
- Coordinated all aspects of production including securing crew, locations, transportation, equipment rental, meals, per diem, lodging, call sheets, payroll, & production insurance
- Conducted seminars for college students recruited to work as crew
- Chief Accountant

Finance/General Management Associate: Mad Monkey, Inc., SC

2009-2011

- Assisted with all accounting: generated and processed invoices, printed checks, reconciled AMEX and petty cash, created journal entries
- Actualized budgets for commercial production jobs; processed all wrap invoices
- Managed SC Lottery account; calculated all time details and payments
- Negotiated talent re-buys with commercial agents
- Secured music rights for commercial spots
- Proficient in Quickbooks Intuit and PointZero software

Associate Director of Education: Lincoln Center Theater, NYC

2003- 2008

Provided strategic, creative, and visionary leadership in the development, operation and evaluation of all education programs

Open Stages Program

- Created long term strategic partnerships with New York City Public Schools
- Developed & facilitated professional development sessions with 36 teachers in Core HS Program & 20 teachers in MS Shakespeare Program
- Co-designed curricula that integrated production themes into content areas

- Produced *Study Guide for Teachers*: conducted photo research & permissions, oversaw content, layout design, printing & distribution
- Recruited, hired, trained, supervised & evaluated over 25 Teaching Artists
- Implemented residencies in 17 public high schools & 8 middle schools; organized student matinee performances with service to over 2,900 students annually

LEAD Project & Songwriting Residency Program

- In 2005 co-conceptualized LEAD (Learning English and Drama) residency project that was piloted in three NYC public schools
- Expanded program to existing outreach that consists of 8 schools, 12 teachers, & 13 classrooms reaching over 400 English Language Learning (ELL) students & their teachers
- Collaborated with ELL & Evaluation/Research Specialists to refine goals & pedagogy
- In 2006 co-designed Songwriting in the Schools Residency Program (SISP)
- Oversaw administration of SISP/professional development of participating lyricists/composers

Intensive Ensemble Program

- Led Open Stages High School Intensive Ensemble that offers playwriting, acting, & movement to twenty talented New York City public school students
- Consulted with playwriting, acting & movement instructors to shape content for three-week Summer Session & week-long Winter Session
- Directed students in workshop performance of created work
- Oversaw year-long weekly Playwriting LAB
- Prepared students through dramatic workshops to see live performances at LCT & other NYC venues; liaised with production SM & casts to facilitate student talk-back sessions

Other Responsibilities

- Worked with outside evaluator to refine program goals
- Reported annually to Education Committee/ Board of Directors for LCT
- Served as NYC DOE Office of Arts & Special Projects Theatre Blueprint Training Leader
- Collaborated with Lincoln Center Institute on the planning/implementation of teacher training
- Attended NYC Arts in Education Roundtable events & conferences
- Conducted all Department payroll
- Liaised with Finance Department/manage \$465,000 Education Program budget
- Assisted Development Department with funding reports

Development Associate: Lincoln Center Theater, NYC 2000-2003

- Collaborated with Senior Grants Writer on proposals for Education Program
- Cultivated relationships with philanthropic community; assisted in the organization of special events, including Annual Benefit and Opening Nights
- Assisted Development Director with cultivation, tracking & acknowledgement of individual, corporate, foundation, & government support with 12 million fundraising goal

Graduate Teaching Instructor: Theatre and Speech, USC 1998-2000

- Led instruction for Introduction to Public Speaking

Graduate Student Teacher: AC Flora HS, Columbia, SC 1999-2000

- Taught Acting I & II, Fine Arts Appreciation: Greek Drama

Recruitment Specialist: Art Institute of Pittsburgh 1994-1998

- Administered Detroit satellite business office
- Scripted & presented multimedia portfolio demonstration (approx. 12 public speaking engagements per week) designed to educate students about careers in creative arts & technology

- Conducted Regional Promotional Seminars; primary source for over 150 applications yielding 195% average annual growth with service to over 300 schools in Michigan Regional Territory

GRANTS

2018 University of MI, School of Architecture, Socio-Sensory Performance (with Sean Alquist)
 2017 Office of Diversity & Inclusion \$5000.00
 2017 CAL URI \$1350.00
 2016 CAL URI, MSU \$12000.00
 2015 CAL URI, MSU \$700.00
 2014 Imagine Flint CAL Grant
 2014 CAL URI, MSU, \$900.00
 2013 CAL URI, MSU, \$700.00
 2012 CAL URI, MSU \$1500.00
 2010 South Carolina Film Commission Production Fund Recipient \$100,000.00

PROFESSIONAL & DEPARTMENT UNIVERSITY SERVICE

College Curriculum Committee (CCC), College of Arts and Letters, MSU 2018
 RAIND Advisory Board, MSU 2018
 MAEIA Assessment team reviewer, 2015 & 2016
 META Playwriting/Screenwriting Judge 2013
 MIFA Regional Competition Judge 2013
 Wrote and Directed STOP COPYING ME! for MSU SCT 2013
 KCATCF Responder 2012/2013
 Faculty mentor for SPAM, MSU
 Faculty mentor for SPOT, DOT, MSU
 Undergraduate Grievance Committee, DOT, MUS
 Play Selection Committee, DOT, MSU
 Cultural Engagement Council Rep, DOT, MSU

SEMINARS CONDUCTED

Playwriting: *I Am From*. Lincoln Center Theater Open Stages Program, 2005
 Playwriting: *Accessing Creative Potential*. Bermuda Musical and Dramatic Society, 2004
 Utilizing Theatre Strategies in Regents Preparation. Grace Dodge HS English Department, NYC, 2004

EDUCATIONAL MATERIALS AND PUBLICATIONS

"*Othello Curriculum Guide*." Aquila Theatre Company, 2003. National Endowment for the Arts, Shakespeare in American Communities Touring Program.
 "*The Shakespeare Thing, A Curriculum Guide*." Kevin Kline Benefit Performance. LCT, 2003
 "*QED Study Guide*." Alan Alda in Peter Parnell's *QED*. Lincoln Center Theater, 2002
 "*Julius Caesar in the Classroom*." Aquila Theatre Company, 2000
 "Aristophanes Can Wait." *English Journal*. July, 2000
 "Storm Approaching." *Arcadia Poetry Press*. April, 1995

AFFILIATIONS

AEA (Actors Equity Association)
 American Alliance of Theatre and Education: Youth Theatre Network (AATE)
 Dramatists Guild
 Educational Theatre Association (EdTA)
 NYC Arts in Education Roundtable

PROFESSIONAL DEVELOPMENT/ADDITIONAL INFORMATION

Big Umbrella Festival, Artist Participant, April 2018
 Directing Devised Plays with Young People, Creative Arts Team, NYC 2007
 Dorothy Heathcote: Mantle of the Expert, Process Drama Seminar, NYC 2006
 Grant Wiggins: Understanding by Design, Backwards Planning Seminar, NYC 2006

Assessment/Evaluation for Leadership and Management, Support Center for Non-profit Management, NYC, 2004
Lobbyist for the Arts, participant in *Arts Day in Albany 2002* advocating NYSCA
First Nighter's Prize for Excellence in University Theatre, 1993
Playwright, Poet, Professional actor (*Professional theatre/film resume available*)

ADDITIONAL COURSES AND WORKSHOPS TAUGHT

Writing Short Films, 2011
University of South Carolina, Media Arts Department

Partnerships in the Arts: Artistic Directors, Executive Producers, and Board Relations, 2011
University of South Carolina Honors College

Introduction to Arts Management, 2011
University of South Carolina Honors College

Playwriting Seminar, 2011
University of South Carolina Department of Theatre, Speech & Dance

Introduction to Public Speaking
University of South Carolina, Department of Theatre, Speech & Dance, 1998-2000

Playwriting: I Am From, 2008
Lincoln Center Theater Professional Development Program for HS English Teachers

Utilizing Theatre Strategies in Regents Preparation, 2008
Professional Development for NYC Public School Teachers

The Art of Questioning, 2008
Lincoln Center Theater Teaching Artist Training

Classroom Facilitation, 2007
Lincoln Center Theater Teaching Artist Training

Artist and Teacher Collaborations, 2007
Lincoln Center Theater Teaching Artist Training

Page to Stage: Jules Feiffer's Graphic Novel *Passionella*, 2006
Lincoln Center Theater Intensive Ensemble

Page to Stage: Lorca, 2006
Lincoln Center Theater Intensive Ensemble

Page to Stage: The Iliad, 2005
Lincoln Center Theater Intensive Ensemble

Playwriting Seminar, 2005-2008
Lincoln Center Theater Intensive Ensemble

Creative Drama in Association with RIF, 2005
Boarshead Michigan Public Theatre

Playwriting: Accessing Creative Potential, 2003
Bermuda Musical and Dramatic Society

Acting I, 2000
AC Flora High School, Columbia, SC

Acting II, 2000
AC Flora High School, Columbia, SC

Greek Drama, 2000
AC Flora High School, Columbia, SC

Analyzing MACBETH: 7 Major Soliloquies, 1999
Morrice Public Schools, Morrice MI

Creative Dramatics, 1999
Hand Middle School, Columbia, SC

Staging the Nutcracker, 1998
St. Johns Public Schools

PROFESSIONAL PRODUCTIONS

Michigan State University, Lansing, MI (Playwright, Director)

POND 2018-2020 (in development)
SODA POP SHOP! 2018-2020
FARM! A Musical Experience 2017-2018
Make Me Famous, 2014
Stop Copying Me!, 2013

Lincoln Center Theater, NYC, NY (Development, Education & Outreach), 2000-2008

Cymbeline, William Shakespeare, Directed by Mark Lamos
The Coast of Utopia: Voyage, Shipwreck, Salvage, Tom Stoppard, Directed by Jack O'Brien
The Clean House, Sarah Ruhl, Directed by Bill Rauch
The House in Town, Richard Greenberg, Directed by Doug Hughes
Awake and Sing! Clifford Odets, Directed by Bartlett Sher
Bernarda Alba, Lorca, Michael John LaChiusa, Directed by Graciela Daniele
Third, Wendy Wasserstein, Directed by Daniel Sullivan
The Light in the Piazza, Craig Lucas, Adam Guettel, Directed by Bartlett Sher
Dessa Rose, Ahrens & Flaherty, Directed by Graciela Daniele
The Rivals, Richard Brinsley Sheridan, Directed by Mark Lamos
Belle Epoque, Martha Clarke & Charles Mee, Directed by Martha Clarke
The Frogs, Aristophanes, Nathan Lane, Directed by Burt Shevelove
King Lear, Shakespeare, Directed by Jonathan Miller
Bill Bill, A.R. Gurney, Directed by Mark Lamos
Nothing But The Truth, John Kani, Directed by Janice Honeyman
Henry IV, Shakespeare, Directed by Jack O'Brien
A Bad Friend, Jules Feiffer, Directed by Jerry Zaks
Vincent in Brixton, Nicholas Wright, Directed by Richard Eyre
Dinner at Eight, George S. Kaufman & Edna Ferber, Directed by Gerald Guitierrez
A Man of No Importance, Terrence McNally, Ahrens & Flaherty, Directed by Joe Mantello
Morning's at Seven, Paul Osborn, Directed by Daniel Sullivan
QED, Peter Parnell, Directed by Gordon Davidson
Thou Shalt Not, David Thompson, Harry Connick, Jr., Directed by Susan Stroman
The Invention of Love, Tom Stoppard, Directed by Jack O'Brien
Ten Unknowns, Jon Robin Baitz, Directed by Daniel Sullivan
Old Money, Wendy Wasserstein, Directed by Mark Brokaw
Contact, Susan Stroman & John Weidman, Directed by Susan Stroman

Boarshead Michigan Public Theatre, Lansing, MI (Actor), 1993-1994

Lettice and Lovage, Peter Shaffer, Directed by Judith Peakes
Arms and the Man, George Bernard Shaw, Directed by John Peakes
Ah! Wilderness, Eugene O'Neill, Directed by John Peakes

I Hate Hamlet, Paul Rudnick, Directed by Gus Kaikonen
Great Expectations, Charles Dickens, Directed by Paige Tuff
Step on a Crack, Susan Zeder, Directed by Paige Tuff
A Night of Durang, Christopher Durang
Shakespeare's Chestnuts, Shakespeare

McCune Arts Center, Petoskey, MI (Actor) 1992 & 1993

The Mousetrap, Agatha Christie, Directed by Sam Williams
Don't Drink the Water, Woody Allen, Directed by Tim Connors

Member: ACTORS EQUITY ASSOCIATION