
Theatre Administration Resume

Job Objective

Looking for employment by securing a position as Theatre Administrator with dependable firm in which my experience and skills can be an asset to company.

Highlights of Qualifications:

- Ability to plan creative productions
 - Ability to promote the theatre and attending industry
 - Ability to draft event calendars
 - Ability to handle under stress
 - Superior organizational and time management skills
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Professional Experience:

Theatre Administration
Wycombe Swan, North, SC
March 2005 – Present

Responsibilities:

- Monitored contract administration and aided in formulation of all contracts.
- Maintained contract files and outlined Wycombe set-up sheet.
- Supervised distribution of company riders.
- Managed theatre diaries, contract spread sheets and wall planners.
- Assisted Theatre Director and formulated Marketing & Sales Reports.

Theatre Administration
Oundle School, North, SC
December 2000 – February 2005

Responsibilities:

- Handled administrative duties and managed external printing.
 - Managed publicity and promotion of theatre events.
 - Coordinated with Theatre and Production Manager.
 - Established and maintained robust ticket system.
 - Formulated weekly reports for Theatre Director.
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Education:

Bachelor's Degree in Theatre Arts
Russell Sage College, Troy, NY

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