



KATHERINE BOLYNN

+1.386.562.2514 • katherinebolynn@gmail.com
katherinebolynn.com • linkedin.com/in/katherinebolynn

EDUCATION

Florida State University, Tallahassee, FL

Bachelor of Arts, double major in Theatre and International Affairs, Cum Laude

- ❑ Study Abroad - London, Shakespeare Performance & Theatre History
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SELECTED EXPERIENCE

Company Manager, *We're All Doomed - Daniel Howell*, **Brierpatch Productions** September - December 2022

- ❑ Served as management on site for the US/Canada leg of a world wide tour
- ❑ Organized all travel, housing, and scheduling needs for 20 traveling company members

Stage Manager, *Sally: A Solo Play*, **Theatre Aspen** (contract) September 2022

Tour Manager, *Spamilton*, **Brierpatch Productions** (Contract Based, paused for COVID) December 2019 - August 2022

- ❑ Represented the company to vendors and partners while traveling outside of New York
- ❑ Streamlined show logistics to lessen expenses and mistakes while improving efficiency
- ❑ Troubleshoot any issues with housing, travel, or personnel logistics

Company Manager, ASDS Repertory Season, **Brierpatch Productions** January - May 2022

- ❑ Served as employee's first contact for Human Resources and Workers Compensation
- ❑ Submitted payroll and handled onboarding of all production employees

COVID Compliance Officer, *Rescue Rue* December 2021 - January 2022

Company Manager, *A Turtle on a Fence Post* September - December 2021

- ❑ Oversaw and created COVID compliance protocols and contact tracing
- ❑ Tracked and processed reimbursements, invoices, and petty cash

Stage Manager, **American Musical and Dramatic Academy** March 2020 - October 2021

- ❑ Coordinated with faculty, staff, and students through email, zoom, Google Classroom, Google Drive, Canvas
- ❑ Managed project schedules and timelines for cohesion across multiple teams
- ❑ Created and maintained new systems of communication and presentation for students due to pandemic

Production Stage Manager, **Freelance** (Small Contract Based Projects) January - December 2019

- ❑ Visceral Entertainment, *The Giant Hoax*; Tough Kitty Productions, *Marie Antoinette*; iRT Residency, *The Yellow Wallpaper*; Live & In Color, *Narrow Daylight*; Encounters Theatre, *The Importance of Being Earnest*; EMVEE Productions, *The Mar Vista*; Theatre Untitled, *The Voice of Broadway*

Production Stage Manager, **Forestburgh Playhouse** (Seasonal Contract) May - September 2019

- ❑ Explained risks and offer creative solutions to various teams in order to reach our common goal
- ❑ Effective various communication methods with over 80 employees across 7 overlapping projects

Desk Staff, **HB Studio** October 2018 - May 2019

- ❑ Projected poise and authority on registration, class, and community policies
- ❑ Operated point of sale and track purchase of classes or studio goods

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Company Manager, **Brierpatch Productions, Party Face** (Contact Based)

January - April 2018

- ❑ Compiled Union Reports for AEA, SDC, & USA
- ❑ Tracked ticketing sales and distribute tickets through various sources to increase sales

Assistant Stage Manager, **Cantora, Seeing You**

June - July 2017

- ❑ Redesigned a team of 6 in order to be more efficient and able to assist actors and guests
- ❑ Worked within a constantly adapting team as the show was editing and changed daily

Executive Assistant to the CEO & CFO's/Associate Producer, **S2BN Entertainment**

February - June 2017

Producing Intern, **S2BN Entertainment**

October - December 2016

- ❑ Improved administrative support systems through maintaining filing system and project tracking documentation
- ❑ Effectively controlled telephone, visitors, and other time traps to make sure business partners were comfortable

Stage Manager, **Sleep No More & Supercinema at the McKittrick Hotel**

February 2016 - September 2018

- ❑ Learned show duties for various team members quickly in order to continue the performance
 - ❑ Had a complete understanding of the space and departments to quickly troubleshoot issues and assist guests
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VOLUNTEER

Volunteer Coordinator, **The Connected Chef Lifeline Grocery Initiative**

December 2020 - May 2021

- ❑ Redesigned and streamlined the registration process for new volunteers
- ❑ Created automatic processes through Mailchimp, Zapier, and Google to decrease amount of emails sent manually

Project Manager, **9 Million Reasons**

April - October 2020

- ❑ Communicated objectives and delegate tasks to 10+ volunteers daily
 - ❑ Analyzed and presented data utilizing Excel and Google Drive to show the overall impact of the organization
 - ❑ Mediated high stress situations when necessary for pantry clients, partners, and volunteers
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INVOLVEMENT & CERTIFICATIONS

Kappa Kappa Psi - Gamma Nu • Omicron Delta Kappa - FSU Chapter • Marching Chiefs - Leadership
Actors' Equity Association - Member • COVID Compliance Officer Certified • NY Driver's License
Harvard Business School Online - Financial Accounting Certificate

AWARDS

City of New York, Mayoral Service Recognition Program - 2020
AmeriCorps, The President's Volunteer Service Award, Gold Award - 2020