



KATHERINE BOLYNN

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EDUCATION

Florida State University, Tallahassee, FL

December 2014

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

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

SELECTED EXPERIENCE

Stage Manager, **American Musical and Dramatic Academy**

March 2020

- ❑ Coordinate with faculty, staff, and students through email, zoom, Google Classroom, Google Drive, Canvas
- ❑ Manage project schedules and timelines for cohesion across multiple teams
- ❑ Create and maintain new systems of communication and presentation for students due to pandemic

Tour/Company Manager, **Brierpatch Productions** (Contract Based, paused due to COVID-19)

December 2019

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

Freelance Production Stage Manager, 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*
- ❑ Managed and created schedules for all designers, actors, directors, and technicians
- ❑ Worked with small teams within low budget and a quick turnaround time
- ❑ Kept detailed notes on all changes and issues that needed to be solved by the larger team and distributed information based on the decisions

Production Stage Manager, **Forestburgh Playhouse** (Seasonal Contract)

May - September 2019

- ❑ Served as the ultimate decision maker for safety and overall product while the show is in performance
- ❑ Explained risks and offer creative solutions to various teams in order to reach our common goal
- ❑ Effective email communications 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
- ❑ Answered questions and direct clients over the phone, email, and in person

Tea Guide, **DauidsTEA**

October 2018 - May 2019

- ❑ Demonstrated excellent retail and barista customer service
- ❑ Operated point of sales and complete transactions with guests
- ❑ Represented the company and products at pop-ups at nearby businesses and conferences

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

January - April 2018

- ❑ Submitted payroll and handle onboarding of all production employees
- ❑ Compiled Union Reports for Actors Equity, Stage Directors and Choreographers, & United Scenic Artists
- ❑ Tracked ticketing sales and distribute tickets through various sources to increase sales

Company Manager & General Management Assistant, **Evan Bernardin Productions**

October - December 2017

- ❑ Managed a customer service, front of house team of 7 who were involved with multiple projects
- ❑ Researched and organized multiple opening night parties for a guest list of 50+
- ❑ Facilitated the day to day operations within a team involved in 4 different, overlapping productions

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
- Maintained paperwork for team members to successfully execute their duties with constant changes

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

February - June 2017

- 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
- Facilitated schedules and meetings with teams in multiple countries

Producing Intern, **S2BN Entertainment**

October - December 2016

- Had the ability to perform a wide range of assignments
- Demonstrated a high degree of originality and creativity
- Displayed an ability to learn rapidly and adapt quickly to changing situations

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
- Observed audience and actors in order to ensure everyone's safety
- Had a complete understanding of the space and departments to quickly troubleshoot issues and assist guests

Production Stage Manager & Company Manager, **Allenberry Playhouse**

August - December 2015

- Kept other departments informed of developments affecting their function
- Demonstrated strong personal effectiveness through various forms of communication

Company Manager & Children's Theatre Director, **Interlakes Summer Theatre**

May - August 2015

- Directed 3 musicals with a cast of 10+ young adults from 10-16 years old
- Liaison for the professional adult cast and crew to upper management
- Organized and communicate with 50 employees with simultaneous projects
- Oversaw the move in and move out of over 50 actors and crew members
- Managed the front of house, box office, and volunteer ushers for the entire season

Barista, **Java Jungle**

March - May 2015

- Interacted with customers face to face and through the drive thru system
- Maintained a clean work environment
- Created complex beverages coffee, tea, and Italian sodas

Cast Member, **Walt Disney World**

May 2013-January 2015

- Demonstrated excellent customer service
- Adhered to company and government guidelines
- Provided information to answer various questions by guests

VOLUNTEEREvent/Production, **Broadway Cares Equity Fights AIDS**

2019 - Present

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

INVOLVEMENT

Kappa Kappa Psi - Gamma Nu • Omicron Delta Kappa - FSU Chapter • Marching Chiefs - Leadership
Actors' Equity Association - Member • New York Cares - Volunteer, Team Leader • Broadway Cares - Volunteer