

# Maya Ashley Whitaker

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## SUMMARY

A newly professional coordinator with experience in multiple levels of management including, but not limited to, theatrical production, printing and publishing, food service, and events. Experience in working through all stages of production. Specializes in fast-paced environments where deadlines are critical and requires flexibility, time management, and leadership. Highly self-sufficient, organized, and a fast learner.

## HIGHLIGHTS

Self-Sufficient	Reliable	Creative Problem Solving	Resourceful	Adaptable
Money Handling	Personable	Calm Under Pressure	Motivated	Team Player

## MANAGEMENT EXPERIENCE

### **Purchase Repertory Theatre, Purchase, NY**

#### **Production Stage Management, *As You Like It***

Spring 2021

- Ran all rehearsals as well as scheduled daily calls and costume fittings and organized full show calendar
- Created daily reports documenting any changes being made to the show during rehearsal as well as keeping designers informed of the director's plans throughout the rehearsal period
- Was in charge of adhering to the director's artistic vision and integrity throughout the 6 week rehearsal process and 2 week tech and performances
- Ran all production and design meetings while taking minutes and distributing them to all teams
- Took down all actor blocking and lead the cast when the director was unavailable
- Was fully in charge of all actors, technicians, materials, and reports during performances

#### **Production Management, *Purchase Theatre's Virtual Fall Festival***

Fall 2020

- Production Managed Purchase Repertory Theatre's first 6 show virtual festival
- Was the main source of communication between directors, production teams, and stage management teams
- Oversaw every tech rehearsal and performance as well as assisted the Virtual Theatre Team when necessary
- Created the production management templates for the next virtual shows put on at PRT
- Ran all festival wide production and design meetings as well as taking minutes and distributing reports

#### **Production Management, *Purchase Theatre and Performance Senior Project***

Fall 2019

- First Production Manager for the senior project in repertory style
- Ran rehearsals for 2 shows at the same time, creating show specific paperwork
- Created and ran the deck track for the first show and called the cues of the second show all in rep
- In charge of the 10 minute changeover during intermission, as well as strike at the end of each performance
- Created all the templates that will continue to be used for as long as the senior projects are put up
- Ran all production and design meetings for both shows as well as taking minutes and sending daily reports

#### **Stage Management, *Twelfth Night***

Spring 2020

#### **Stage Management, *2019 Annual RAvenue "Flaws"***

Fall 2019

#### **Stage Management, *Senior Dance Project "Vinyl"***

Spring 2019

- Fully in charge of deck track as well as tracking any props throughout the show
- In charge of crew that consisted of 2-8 people
- Ran all rehearsals when Production Stage Manager was not available
- Collaborated with scene shops to make sure there was no miscommunication between the director and technical crew

#### **Assistant Stage Management, *Henry VI Part I***

Spring 2019

#### **Assistant Stage Management, *2018 Annual RAvenue "Truths"***

Fall 2018

- Assistant both stage managers throughout the rehearsal, tech and performance processes
- Was in charge of tracking any costume changes, or hand-held mic tracks throughout shows
- Took hit list for fights as well as over saw actor fight calls and weapon maintenance

### **Santa Cruz Shakespeare Repertory Theatre**

#### **Assistant Stage Management, *Romeo and Juliet***

Summer 2018

- Assistant both stage managers throughout the rehearsal, tech and performance processes
- Took all actor line notes as well as assisting them when prompted

## RETAIL EXPERIENCE

### **Staples Inc., Port Chester, NY**

#### **Print and Marketing Associate, (Part Time)**

2018-2021

- Responsible for understanding the needs of the costumers' printing jobs and do it in a timely and efficient manner
- Would take payment from the customer as well as create, produce, and complete each printing or publishing job that was sent
- Worked with a design team to create custom print orders as well as learned Photoshop Elements to design in house

## EDUCATION

Bachelor of Fine Arts in Stage Management, Conservatory of Theater Design and Technology, Purchase College, SUNY

Spring 2021

## SKILLS AND CERTIFICATIONS

Microsoft and Apple Office (Word, Excel, Presentation), Google Drive (Docs, Sheets), Photoshop, Salesforce, Social Media, Outlook, Dropbox, Zoom, COVID Compliance Officer Training, CPR Certified, Driver's License, 5 years of constructing and contracting experience, 10 years of music reading, 2 years printing/publishing experience