

Personal Profile

Helen is an enthusiastic, dedicated, and adaptable manager with a passion for making bold statements in entertainment and facilitating the creative process. She holds a BFA from UNC School of the Arts in Design & Production with a concentration in Stage Management and is currently based in Orlando, FL (though willing to relocate).

Professional Theatrical Experience

The Washington Ballet- <i>The Sleeping Beauty</i>	Assistant Stage Manager	Suzi Kilbourne, PSM	Washington, DC 2023
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Assistant Stage Manager on *The Sleeping Beauty*, performed at the Eisenhower Theatre at the Kennedy Center for the Performing Arts. Created all deck paperwork, in tandem with the deck stage manager, for union crews and stage management personnel to use during run of show. Ran one side of the deck during tech and performances. Collected and distributed information for all supernumeraries, both child and adult. And completed other tasks contributing to the overall efficiency and success of the performance.

Orlando Ballet	Stage Manager	John Beaulieu, Director of Production	Orlando, FL 2021- 2023
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Stage manager for a mid-sized ballet company that produces 4 full length productions a season. Responsibilities include organizing and preparing rehearsal spaces for a safe and efficient day, creating and distributing reports for artistic and technical teams, maintaining excellent communication with dancers and artistic staff, calling technical cues for all performances, and working alongside other members of the production staff and local crew during show weeks for a smooth run. Also took on company management duties including scheduling PT and massage appointments for dancers, ensuring PT and massage coverage for performances, and booking travel for guest artists and designers.

Repertoire: *The Jungle Book* (Pimble) | *The Nutcracker* (Hill) | *Giselle* (Morris/Broomhead) | *Lyric Pieces* (Lang) | *Confronting Genius* (Gill) | *Lambarena* (Caniparoli) | *The Great Gatsby* (Morris) | *Raymonda* (Broomhead) | *Dracula* (Pink) | *Moulin Rouge* © *The Ballet* (Morris) | *Paquita* (Broomhead/Chen) | *Breakthrough* (Blake/world premiere) | *The Next Big Thing* (Gill/world premiere)

American Ballet Theatre	Sub Assistant Stage Manager	Danielle Ventimiglia, PSM	New York, NY 2022
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Assistant Stage Manager for ABT's 5-week residency at the Metropolitan Opera House following the 2 year hiatus due to Covid-19. Assisted with upkeep of paperwork, running the deck each night, and liaison with the supernumeraries. Worked alongside the technical teams and local crew to ensure a smooth transition to a new show from week to week.

Repertoire: *Don Quixote* (McKenzie/Jones) | *Of Love and Rage* (Ratmanky/East Coast Premiere) | *Swan Lake* (McKenzie) | *Theme and Variations* (Balanchine) | *Single Eye* (King) | *Zig Zag* (Lang) | *Romeo & Juliet* (MacMillan)

Youth America Grand Prix- Winston Salem Semifinals	Stage Manager	Alexei Moskalenko, Associate Artistic Director	Winston Salem, NC 2021
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Calling stage manager for the semifinals of YAGP in Winston Salem, North Carolina. Collected cue information and called sound cues for 100+ classical ballet variations and contemporary pieces over 2 days.

Helen Simoneau Danse- <i>DARLING</i>	Stage Manager	Brea Cali, Managing Director	Winston Salem, NC 2020
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Stage Manager for the world premiere of an hour long contemporary piece for 5 dancers, choreographed by Helen Simoneau, at the Hanesbrands Theatre in Winston-Salem NC. Worked alongside artistic and lighting to cue the piece. Created and called from dance tracking paperwork.

The Old Globe- <i>As You Like It</i>	Stage Management Intern	Jess Slocum, PSM	San Diego, CA 2019
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One of two interns on Summer Shakespeare Festival production of *As You Like It*, directed by Jessica Stone, on the outdoor Shiley Stage. Duties included tracking rehearsal costumes and props, creating rehearsal props, line notes, as well as other small tasks contributing to the overall efficiency of the room.

Professional Theatrical Experience continued

Wolf Trap National Park for the Performing Arts	Sound & Stage Management Intern	Will Riffenbark, Park Ranger	Vienna, VA 2017 & 2014
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Worked as the “house crew” at Wolf Trap’s Theatre-in-the-Woods, a venue catering largely to indie/rock musical groups for children. General duties include: load in and strike of each show, assist sound engineer in sound checks and running the board for each show, and stagehand work on the deck depending on show needs.

Educational Experience- University of North Carolina School of the Arts

<i>Our Lady of 121st Street</i>	Production Stage Manager	Carl Forsman, Director	2021
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Production Stage Manager for the filmed production of *Our Lady*. Rehearsed and filmed under COVID-19 protocol. Cast included 11 student actors and 1 Equity actor who rehearsed and filmed remotely. Created and distributed schedules for rehearsal, tech, and filming. Led a team of 4 stage managers to foster a safe and efficient process for all. Worked closely with Directing and Production staff to ensure a smooth tech and filming process. Filming was done out of sequence and in tandem with the actor in LA.

<i>The Nutcracker- An Original Film</i>	Production Stage Manager	Ilya Kozadayev, Choreographer/Co-Director	2020
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Production Stage Manager on a filmed adaptation of the Nutcracker with 60 dancers and new choreography. Worked closely with Artistic Directors, Film Assistant Director & Production Manager to create a cohesive 4 week filming schedule. Served as point of contact for dancers: distributing rehearsal, fitting, & filming schedules. Coordinated between UNCSCA’s schools of Film, Dance, Design & Production, & Music for a smooth prep, rehearsal, & filming process under COVID-19 safety protocols. View the full film [HERE](#).

<i>Top Girls</i>	Production Stage Manager	Abigail Holland, Director	2020
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Production Stage Manager for a full length Student Director Thesis piece featuring 7 actors. Communicated between director, crew heads, and production management for a cohesive artistic vision. Led a team of three stage managers to foster a creative and efficient space for actors, designers, and production staff. Created schedules and breakdowns to keep the rehearsal room, tech process, and show running smoothy.

<i>The Nutcracker</i>	Stage Manager	Jared Redick, Director	2019
	Assistant Stage Manager		2018

A member of the SM team for 2 years, moving from ASM to SM. Worked alongside 120 dancers, 20 crew, and 40 orchestra members on the remounted production. Led many projects such as up keep of run of show paperwork, training a crew of 1st year undergrads on the deck tracks that include automation, tracking performance casting for Artistic, and being point of contact for parents of the children in the show. Called matinee performances as the Stage Manager.

<i>Spring Dance 2019</i>	Assistant Stage Manager	Maura Wetzel, Production Stage Manager	2019
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Assistant Stage Manager for dance concert featuring two contemporary and two ballet pieces. Concert featured 60 dancers each performance as well as live piano, violin, and percussion. Managed transitions to and from each piece, including coordinating flying hard and soft goods. Created dance tracking paperwork for two pieces (Harlequinade and Grove) for PSM to call performances with.

Pieces: Raymonda (Draw) | Mondrian Duets (Daniels) | Harlequinade Pas de Deux (Danilova) | Grove (Casey)

<i>Werther</i>	Assistant Stage Manager	Nina Walker, Production Stage Manager	2019
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Assistant Stage Manager for Massenet’s *Werther*. Worked alongside two casts of Fletcher Opera Institute lead singers and one cast of undergraduate and high school student chorus from UNCSCA’s School of Music. Created props tracking paperwork, Who/What/Where, and cued entrances from the score for singers. Coordinated weapons permits, transport, and safe storage for the run of show.

<i>Middletown</i>	Production Assistant	Emily Franks-North	2017
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Production assistant on an arena style blackbox performance of *Middletown* by Will Eno. Duties included line notes, upkeep of hospitality, set up and strike of the rehearsal room each day, prep of nightly reports, and well as tasks contributing to the overall efficiency of the room.

Non-Theatrical Work Experience

Atlantic Pool Service, Inc.	Office Manager	Nov 2020 – Jan 2021
	Assistant Manager, Fair Oaks Swim Club	Jun – Aug 2019
	Assistant Manager, Glen Cove Swim Club	Jun – Aug 2018
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Wolf Trap National Park for the Performing Arts	Sound & Stage Management Intern	Jun – Aug 2017
	Lead Youth Conservation Corps	Jun – Aug 2016
	Youth Conservation Corps	Jun – Aug 2015
	Sound & Stage Management Intern	Jun – Aug 2014

Education

- University of North Carolina School of the Arts
 - Bachelors of Fine Arts in Design & Production, Concentration in Stage Management, Class of 2021

Related Skills

Reads Music | CPR/First Aid certified | Mental Health First Aid Certified | Theatrical Intimacy Training | Child Wrangling | Qlab | Microsoft Office | Google Drive | iWork | Anytune | Audacity | Final Draft | FileMaker Pro | Valid Florida Drivers License | Valid United States Passport | Certified Elephant Mahout

References

References available upon request