

# Emily Johnson

## Assistant Stage Manager

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## Summary

Highly organized and detail-oriented Assistant Stage Manager with 5+ years of experience in managing theatrical productions, ensuring seamless execution of shows, and providing exceptional support to stage managers, directors, and production teams. Proven track record of successfully coordinating logistics, scheduling, and communication for productions with 500+ attendees, resulting in 95% positive audience feedback and 25% increase in production efficiency.

## Experience

### Assistant Stage Manager

Theatre Productions Inc. • New York, NY • Jan 2020 - Present

Assist the Stage Manager in coordinating all aspects of theatrical productions, including scheduling, logistics, and communication with cast, crew, and vendors. Collaborate with the Production Team to ensure timely and efficient setup, strike, and load-in of productions.

- Coordinated production schedules, ensuring timely and efficient setup, strike, and load-in of shows, resulting in 20% reduction in setup time
- Managed communication with cast, crew, and vendors, responding to 50+ emails and calls daily, and resolving 90% of issues within 2 hours
- Assisted in the preparation of production reports, including attendance tracking, show reports, and budget analysis, resulting in 15% increase in revenue
- Maintained accurate records of production expenses, tracking \$500,000+ in annual expenditures, and ensuring 95% budget accuracy

### Stage Management Intern

Regional Theatre Company • Chicago, IL • Jun 2018 - Aug 2019

Assisted the Stage Management Team in the coordination of theatrical productions, including setup, strike, and performance. Gained hands-on experience in stage management software, including ASIMUT and QLab.

- Assisted in the setup and strike of productions, including the coordination of logistics, scheduling, and communication with cast and crew
- Maintained accurate records of production expenses, tracking \$200,000+ in annual expenditures, and ensuring 90% budget accuracy
- Coordinated with the Production Team to ensure timely and efficient load-in and load-out of productions, resulting in 10% reduction in load-in time

## Education

### Bachelor of Fine Arts

University of Illinois at Urbana-Champaign • Urbana, IL

Aug 2015 - May 2019

Theatre • 3.5/4.0

## Certificates

### Certified Stage Manager (CSM)

Stage Managers' Association • 2020

Certification in stage management, demonstrating expertise in production coordination, logistics, and communication

## Skills

- Stage Management
- Communication
- Problem-Solving
- Time Management
- Leadership • ASIMUT • QLab

## Languages

English • Native  
Spanish • Intermediate

## Strengths

### Attention to Detail

Proven ability to maintain accurate records, track expenses, and coordinate logistics with precision and attention to detail

### Leadership

Demonstrated ability to lead and manage teams, providing guidance and support to ensure successful production outcomes

## Hobbies

Theatre  
Reading

## Awards

### Excellence in Stage Management Award

University of Illinois at Urbana-Champaign  
2019

Awarded for outstanding achievement in stage management, demonstrating exceptional leadership, communication, and problem-solving skills

## References

Jane Doe, Stage Manager  
Supervisor jane.doe@email.com

John Smith, Production Manager

Colleague

john.smith@email.com