

Christy Baumeister

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Education

The University of Alabama (Tuscaloosa, AL)	MFA, MBA Theatre: Arts Management	GPA 4.0	May 2021
Western Michigan University (Kalamazoo, MI)	BFA Theatre: Stage Management	GPA 3.67	May 2016
<i>College of Fine Arts, Lee Honors College</i>	Minor in General Business		

Skills

Microsoft Word, Excel, PowerPoint, Outlook	InDesign	Patron Manager
First Aid Certified	Piano and Saxophone	Livestock Showman

Work Experience

Box Office Manager	UA Theatre and Dance	Tuscaloosa, AL	Fall 2019-Spring 2020
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- Supervise and schedule a staff of 20 undergraduate students
- Train box office staff and fellow Arts Managers to use new ticketing system
- Track sales of the 13 season productions and provide weekly updates to team
- Serve as a House Manager
- Create bi-weekly newsletter through MailChimp

Production Management Intern	Santa Fe Opera	Santa Fe, NM	Summer 2019
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- Served as Production Coordinator for Apprentice Showcase Scenes and Portfolio Fair
- Recorded and distributed notes from technical rehearsals
- Assisted in organizing and facilitation Director/Designer presentations and organizing apprentice seminars
- Participated in business administration aspects of the Production Department

Marketing Coordinator	UA Theatre and Dance	Tuscaloosa, AL	Spring 2019
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- Assisted the Education Manager with recruitment of new students and organization of four annual events
- Assisted the Marketing Manager with development of print materials such as posters, postcards, invitations and programs through InDesign; responsible for all materials for the Bama on Broadway Showcase
- Created bi-weekly newsletter through Constant Contact
- Served as a House Manager
- Coordinated with fellow arts management graduate students on the development and execution of events

Production Stage Manager	Bay View Music Festival	Petoskey, MI	Summer 2018
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- Managed a cast of 56, ages 12 to 65 years old over a 6 week rehearsal process
- Coordinated all production meetings and rehearsals; kept detailed records of all notes and rehearsal documents
- Responsible for proper execution and consistency of all performances
- Acted as liaison between all creative and technical teams
- Mentored the stage management team of the youth theatre

Costuming Hostess	Walt Disney World Resort	Orlando, FL	Jan 2017-June 2018
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- Preset costumes and dress performers for shows and other entertainment offerings
- Contributed to the care and maintenance of entertainment garments for up to 100 performers
- Worked in multiple locations with individual operating procedures and teams
- Performed quick repairs in emergency situations

Substitute Teacher	Sanilac County Schools	Sandusky, MI	Sept 2016-Jan 2017
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- Managed a classroom of 20-35 students, high school or middle school
- Learned lesson plans for the day in under 15 minutes and effectively communicated it to each student
- Tutored students in any subject matter offered by the school
- Performed various duties as requested by other teachers and school personnel

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Stage Management Intern Central City Opera Central City, CO Summer 2016

- Stage Manager of one act show, *The Impresario*; produced daily rehearsal or performance reports, managing a cast and crew of 20, running rehearsals, calling performances
- Assistant Stage Manager for the mainstage production, *The Ballad of Baby Doe*; aided in the management of cast and crew of 50, tracked all costume pieces, assisted in running of rehearsals and performances

Production Intern The Kennedy Center Washington, D.C. Spring 2016

- Assistant Production Manager for *Monica Bill Barnes and Company* and KC Jukebox; *Of Land and Sea*
- Assistant Stage Manager for DC CAPital Stars Talent Competition, 29th Annual Nancy Hanks Lecture, and KC Jukebox; *Of Land and Sea*
- Production Assistant for world premiere of *Oliverio: A Brazilian Twist!*
- Production Coordinator for New Visions/New Voices festival: scheduled and set up all meetings, served as contact point for the selected participants, kept all scripts and recorded updates
- Scheduled production team meetings, reserved meeting room, and submitted room setup requests
- Responsible for maintaining the rehearsal room calendar and responding to all requests for rehearsal rooms
- Assembled the rehearsal room calendar for the upcoming season

Administrative Assistant Sanilac Mutual Insurance Company Carsonville, MI May 2013-Sept 2015

- Created new filing system to increase office efficiency and customer service
- Completed new customer paperwork, processed applications, and created customer files
- Managed daily office tasks to maintain office efficiency and customer service expectations
- Assisted with revenue management through payment collection, creating invoices, and balancing bank records
- Updated company forms by transferring typewritten forms and documents into Microsoft Word and Excel

Arts Management Assistant The University Theatre Kalamazoo, MI Sept 2014-May 2015

- Designed bi-weekly email blasts sent to patrons
- Assisted in the organizing and operations of Theatre Guild events and fundraisers
- Prepared bulk mailings
- Served as customer service representative in the box office

Volunteer Work/Organizations

- Crimson Stage Administrator
- Graduate Student Association Theatre and Dance Delegate
 - Professional Development Committee
 - Student Experience Committee
- Manderson Women in Business
- MBA Association
- Trumbauer Secondary Theatre Festival Judge
- Sanilac County 4-H
 - Volunteer Leader
 - Project Judge
- Sandusky High School Drama Club Consultant