

MARIA LINDER

717.808.2494

A skilled theatrical production professional looking to expand into production and coordination for corporate events and gatherings; currently, bringing a positive attitude into a detail-oriented career with a strong foundation of communication skills, as well as coordination and management experience

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Highlight of Qualifications

- » Strong Inter-Relational Skills
- » Mindful of Situations and Skillsets
- » Adaptability and Flexibility to Change
- » Experience with Conflict Resolution
- » Disciplined Time Management
- » Thorough Attention to Detail
- » Excellent Notetaking & Organized Paperwork
- » Operates Rehearsal & Production Processes
- » Daily Correspondence with Technical Departments
- » Schedules Interdepartmental Meetings & Rehearsal
- » Solid Verbal and Written Communication Skills
- » Proficient: Microsoft Office Suite
- » Invigorated in a Fast-Pace Environment

Education, Certifications & Awards

B.A. in Theatre & Worldview Studies

Ursinus College

Collegeville, Pennsylvania

Summa Cum Laude & Departmental Honors

2008 - 2011

IMPACT 360

Pine Mountain, Georgia

A 9-month intensive leadership program

2007 - 2008

Phi Beta Kappa (ΦBK): Tau of Pennsylvania

National Honor Society: Secretary of Chapter

Adult and Pediatric First Aid/CPR/AED Certified

Selected Employment

PRODUCTION COORDINATOR, *Interplay Experience Design* 2016 – Present

Duties as Production Coordinator for TEDxSeattle Lobby Experience included but not limited to:

- » Contacting, scheduling and pickup of vendors
- » Scheduling load-in, goals and load-out
- » Creating ground plans
- » Running load-in and load-out crews
- » Interfacing with venue staff
- » Logistics for all partner experiences

HEAD OF PROPERTIES, *Prather Touring (Now Apex Touring)* January 2014 – May 2017

Toured with 4 Bus & Truck Tours, included but not limited to the following responsibilities:

- » Deck Management
- » Creating & Calling Truck Pack
- » Marley Maintenance
- » Repair, Build, & Modification of Properties & Furniture
- » Calling Conventional Light Focus

STAGE MANAGER, *Various Locations under Actors' Equity Association Contracts* 2006 – Present

Providing oversight and management to ensure smooth functioning of a theatrical production from development to closing night for 60+ Productions. Aspects include:

- » Running and scheduling rehearsals, technical and production meetings with cross departments.
- » Calling performances of lighting, sound and deck shifts in time with music (when applicable).
- » Writing and maintaining production and rehearsal reports, contact sheets, daily rehearsal schedules, deck shift sheets and much more.
- » Resourcing information via email and in one cohesive and organized location.
- » Keeping up the morale and harmony of the cast and crew (20+ people).
- » Establishing safe working environments for artists who continually resource emotionally difficult materials.

Additional Employment Information on Next Page.

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Additional Selected Employment

IATSE: LOCAL 15	<i>Stagehand & Labor Dispatcher</i>	October 2018 – Present
THE WILLIAMS PROJECT	<i>Actors' Equity Association (AEA) Stage Manager</i>	October 2018 – Present
TAPROOT THEATRE COMPANY	<i>AEA Stage Manager & Stagehand</i>	May 2018 – Present
A CONTEMPORARY THEATRE	<i>AEA Stage Manager & Stagehand</i>	May 2018 – Present
SEATTLE REPERTORY THEATRE	<i>AEA Stage Manager & Stagehand</i>	April 2018 – Present
R90 LIGHTING	<i>Stagehand</i>	September 2017 – Present
INTERPLAY EXPERIENCE DESIGN	<i>Production Coordination</i>	September 2017 – Present
NORTHWEST EVENT TECHNOLOGY	<i>Stagehand</i>	February 2017 – Present
BOOK-IT REPERTORY THEATRE	<i>AEA Stage Manager & Electrician</i>	October 2016 – Present
SEATTLE SHAKESPEARE COMPANY	<i>AEA Stage Manager & Electrician</i>	September 2016 – Present
PRATHER TOURING	<i>Head of Properties</i>	January 2014 – May 2017
IATSE: LOCAL 8	<i>Stagehand</i>	January 2014 – Present

Please Note: This is only selected experience, there are many other companies that continually employed me over the years.

References provided Upon Request