

# AMANDA RAE

PRONOUNS: SHE/HER/HERS

C: 206.499.9258 || E: [AMANDA.RAE206@GMAIL.COM](mailto:AMANDA.RAE206@GMAIL.COM) || W: AMANDARAECREATIVE.COM

## OVERVIEW:

Versatile professional with a passion for collaboration and problem solving. Achievements in efficient organization, dynamic management, and innovative producing. Diverse experience in all departments of nonprofit organizational management, with a wide range of technical, artistic, and administrative skills.

## SKILLS:

- Fluent: Tessitura, Greater Giving, Microsoft Office Suite, Google Software, Final Cut Pro, Team Management sites (Trello, Slack, Monday), corporate, foundation, and employee giving websites and systems.
- Freelance artist with artistic, production, technical, and events coordination experience. *Separate resumes available upon request.*
- Social media management, SEO/SEM, statistical analysis of marketing strategies, and marketing schedules.

## SELECT WORK EXPERIENCE:

### Tacoma Arts Live – Production Manager

Tacoma, WA || Nonprofit || Dec. 2019 – July 2020  
(COVID-19 furlough)

- Manager of the Regional Theater Program (RTP) – a four show Season, operating budget of \$300k. Venue and events manager for the Theatre on the Square – 400 seat theater, in partnership with the School of the Arts, City of Tacoma, and other major facilities rentals.

### ACT - A Contemporary Theatre

Seattle, WA || Nonprofit

#### Development Coordinator & Gala Manager

February 2017 – April 2018 (promotion)

- Gift processing and acknowledgement of all donations. Lead Tessitura database technician and manager.
- Lead Coordinator for ACT's 2017 Gala - most successful in organization history, over \$550k.

#### House Manager

Feb. 2016 – Jan. 2017

- Responsible for experience of patrons to ACT Theatre for all performances, rentals, events across 5 performance venues and lobbies.

- Event Manager for event coordination and organization of rental contracts for all spaces. *Largest event:* Cards Against Humanity contract in 2016 as part of PAX WEST - ACT Theatre's largest annual rental contract.

### West of Lenin – Venue & Production Manager

Fremont, WA || Mar. 2014 – Mar. 2016

- Venue Manager for black box theater, rehearsal studio, and lobby/art gallery. Worked with 250+ companies and artists annually and renters, collaborators, and resident companies. Managed theatrical equipment for the venue and in-house production company. Managed social media, website, and Community Partnership Program.

### RiverCenter for the Performing Arts – Marketing Manager

Columbus, GA || Nonprofit || Aug. 2018 – Dec. 2019

- Manager of budgets, television, radio, and all social media, and press relationships for a 2,000 seat auditorium, 500 seat concert hall, and 200 seat black box theater – hosting 30 shows per Season.

### Seattle Public Theater – Interim Technical Director

Greenlake, WA || Nonprofit || Nov. 2016 – Mar. 2017

- Lead carpenter on Mainstage and Education projects. Management of technical elements of the 230 seat theater, including lighting, sound, scenic, and properties. Building cleanup and maintenance, building management with the City of Seattle. Management of budgets for all internal productions.
- Managed the technical theater education program, Grades 3-12. Lead Teaching Artist for workshops and internships regarding theatrical management. Development of lesson plans for parents and students surrounding technical theater.

*Extensive freelance design, educator, and artistic resumes available upon request.*

## EDUCATION:

### Associate of Arts Degree: Dramatic Arts Highline College Des Moines, WA

- Student Staff Member - Dramatic Arts Stage Crew (2010 - 2014)
- Assistant Teacher for all Dramatic classes
- Recipient of Outstanding Program Contributions Award (2013-2014)