



J PAIGE HILTON

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WORK EXPERIENCE

Production Manager 2023-2024

Meadowlark Shakespeare Players

- Served as the contact point between Meadowlark and production stage managers and journeyman actors.
 - Oversaw general scheduling of production rehearsal calendars, supported the equitable distribution of space, and communicated any changes or updates to any non-company entities.
- Oversaw meeting notes, and delivered announcements at the company-wide meeting every week.
- In collaboration with other PMs, managed and facilitated the implementation of several company policies to promote heightened communication.
- Supported the maintenance of the theater Wharf space.

Stage Manager 2017-2024

Assorted Employers

- Provide practical and organizational support to the director, actors, designers, stage crew, and technicians.
- Documentation creation including but not limited to:
 - A master calendar of rehearsals, target dates and deadlines, and performances in collaboration with director(s), production managers, and design staff.
 - Specific tracking forms for production needs.

Inner Camp Staffer 2021-2024

BYM Camps- Shiloh Quaker Camp

- Was a direct supervisor for the Counselor staff and provided support to them as well as campers.
- Headed up the food planning for staff and campers when on overnight backpacking trips, taking into account dietary requirements, group numbers, and overall camp budget.
- Acted as the bookkeeper for Shiloh, which included updating a spending tracker, logging any receipts, and facilitating payments for vendors.

EXPERTISE

- Working understanding of Word Programs, including PowerPoint and Excel.
- Experience creating and facilitating educational workshops for students ages 8-25.
- Previously Lifeguard Certified.
- Can drive a tractor-trailer.
- Has worked in full-scale theatrical productions, touring productions, educational conferences, fundraising galas, and weddings.
- Intermediate experience in multiple design roles (costume, lighting etc)

REFERENCES

Doreen Bechtol

Program Director at MBU

dbechtol@marybaldwin.edu

Hope Swank

Shiloh Camp Director

hswank@gmail.com

Freddie Ashley

Artistic Director at Actors Express

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