

Sarah • Lillian • Brownstein

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Select Work Experience

- Production Manager**, Allsorts Inc 2024 - Present
o Responsibilities include budget and project management, compiling equipment inventory, order tracking and maintenance, and communicating and coordinating between departments and affiliated companies.
o Working in collaboration with ABC News to support the construction of new studios and large news events, including the 2024 Presidential Debate.
- Stage Manager**, Freelance 2022 - Present
o Responsibilities include keeping scripts updated during development periods, and communicating between all tech departments and producers.
o Calling all performances, keeping track of all moving scenic and properties elements, writing and distributing daily schedules and reports, and running rehearsals.
- Intimacy Director and Coordinator**, Freelance 2024 - Present
o Choreographing scenes that involve intimate physical contact, creating culture of consent, advocating for actors, and ensuring a level of comfort throughout the process.
- Professional Apprentice Program**, Stage Management Focus, The Juilliard School 2023 - 2024
o Responsibilities included assisting with the stage management duties of events and productions throughout the school.
o Served as Production Stage Manager, Calling Stag Manager, and assistant Stage Manager for theatre, dance, and opera, and working with Production Shops, Special Events, and the Concert Office.
- Venues Assistant Stage Manager**, Tribeca Film Festival 2024
o Ensured the excellence of all events occurring within SVA, VEC, and AMC during the Tribeca Festival.
o Provided production assistance for all theatre functions (panels, Q&As, performances, award shows, etc) across multiplexes during the Tribeca Festival.
- Stage Manager**, Mercury Store 2022 - 2023
o Coordinated schedules and communication between artists.
o Supported artists in the room as needed, created and adhered to a daily schedule, and wrote daily reports.
o Ensured Mercury Store facility guidelines, anticipated any potential issues or conflicts, and interfaced with Production Manager on day-of needs as they come up.
- Production/Stage Management Apprentice**, Perseverance Theatre 2021 - 2022
o Assistant stage managed all mainstage productions. assisting with office admin, company management, and box office responsibilities.
o Prepared production paperwork, researched for and worked alongside tech departments.
o Assisted with office admin, company management, and box office responsibilities.
- Producer**, Downstage Theater Company 2019 - 2020
o Co-head of the company management and production/technical departments.
o Helped to create the season schedule and budget.
o Acted as line producer on two larger productions, and produced a number of community events.
- Theatre Management Intern**, The Paper Bag Players 2018
o Supported sales and marketing departments, organized files, produced lists, researched and collected data, and sent out mailings to inform local schools about the 60th anniversary show.
- Social Media Intern**, Poetry Society of New York 2018
o Developed and maintained social media profiles and platforms to promote the New York City Poetry Festival 2018.
- Legal Intern**, Law Offices of Naiman & Naiman 2015 - 2016
o Researched, opened and closed cases, and supported the development of legal briefs.

Education

- Sarah Lawrence College** Graduated 2021
o Bachelor of the Arts, Liberal Arts with a concentration in theatre management/production and literature.
- Class Afloat, West Island College International**, Acadia University 2016 - 2017
o Learned to sail upon tall ship, Gulden Leeuw, approximately 20,000 nautical miles in the Atlantic Ocean.
o Worked as a deckhand, adjusted rigging, supported work in the galley, and helped to maintain ship.

Awards and Certifications

- Intimacy Directors and Coordinators, Inc.** Anticipated Certification 2026
Currently in the process of gaining certification in intimacy direction for stage and film.
- The Greta Minsky Prize for Stage Management** 2021
Awarded to a person in possession of a kind and generous spirit, a great collaborator and leader, and overall, an excellent stage manager.
- Osha-30 Certification** 2025
- Osha-10 Certification** 2023
- CPR and First Aid Certification** 2023

Skills

- o Project coordination and Time management o Social media marketing and management o Resourceful, Adaptable, Empathetic
o Microsoft and Google suites o Q-Lab, sound, and light board programming and operation o Research and Communication

*References available upon request.

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Production List

Production Stage Manager

<i>The 7th Voyage of Egon Tichy</i>	Sinking Ship Productions & Theater in Quarantine	2024 - Present
<i>Death Takes A Holiday</i>	Village Light Opera Group	2025
<i>Up Your Ass: A New Opera</i>	Target Margin Theater	2025
<i>A Little Night Music</i>	Village Light Opera Group	2025
<i>The Baker's Wife</i>	Village Light Opera Group	2024
<i>The Roommate</i>	Millbrook Playhouse	2023
<i>Beoing Beoing</i>	Millbrook Playhouse	2023
<i>Double Trouble</i>	Millbrook Playhouse	2023
<i>Looking Over the President's Shoulder</i>	Millbrook Playhouse	2023
<i>Three Sisters</i>	The Juilliard School	2023
<i>Psycho Gyno!</i>	Independently Produced by Sarah Morse and Carina Torres	2023
<i>Ernie's Secret Life</i>	Concrete Temple Theater	2022 - 2023
<i>Our Country</i>	Octopus Theatricals	2022 - 2023
<i>Charlotte Cushman, the Actress</i>	The Juilliard School	2022
<i>The Book Club Play</i>	Bristol Valley Theater	2022
<i>Cowboy Versus Samurai</i>	Bristol Valley Theater	2022

Assistant Stage Manager

<i>War and Peace</i>	Mercury Store	2024
<i>Abingdon Square</i>	The Juilliard School	2024
<i>Spring Dance</i>	The Juilliard School	2024
<i>Later the Same Evening (Opera)</i>	The Juilliard School	2023
<i>Fun Home</i>	Perseverance Theatre	2022
<i>The Brothers Paranormal</i>	Perseverance Theatre	2022
<i>Voyager One</i>	Perseverance Theatre	2021
<i>Curve of Departure</i>	Chester Theatre Company	2019
<i>Now Circa Then</i>	Chester Theatre Company	2019

Intimacy Director & Coordinator

<i>Death Takes A Holiday</i>	Village Light Opera Group	2025
<i>UNSEX'd</i>	JB Theatricals	2025
<i>A Little Night Music</i>	Village Light Opera Group	2025
<i>With Iron Teeth (Short Film)</i>	Independently Produced by Rachel Kerry	2025
<i>Psycho Gyno!</i>	Independently Produced by Sarah Morse and Carina Torres	2024-2025
<i>The Baker's Wife</i>	Village Light Opera Group	2024