

## CONTACT

Elon, North Carolina

## EDUCATION

### ELON UNIVERSITY

B.A. in Theatrical Design  
and Production

B.A. in Arts  
Administration

Minor: Business  
May 2020

## HONORS

Summa Cum Laude  
President, Alpha Psi Omega  
~Lambda Omicron

## SKILLS

**Technology:** Microsoft  
Office, iWork, Social Media  
Marketing, Canva, Basic  
AutoCad 2020,  
Vectorworks 2019,  
Propared

**Production:** ETC  
Ion/Expression proficiency;  
Basic Stagecraft, Power  
Tools, Stage Electrics,  
Single Purchase Fly  
System, Reads Music, Basic  
Piano

**Certifications:** CPR/ AED,  
Fireguard (NYC), Ladder  
Safety Training, GA  
Driver's License

# TARA PATTERSON

## ARTS ADMINISTRATOR

## PROFESSIONAL EXPERIENCE

### Elon Performing Arts - Elon, NC

August 2018 - Present

#### *Assistant Production Manager*

- Manages and oversees reservations of five rehearsal spaces on a day to day basis for student and production activities
- Assigns, coordinates and maintains full crew assignments for 8 main stage productions, involving the placement of roughly 70 people a year.
- Collects and enters receipt information to ensure the proper balance of department funding
- Tracks and Maintains the distribution of facility keys

### Rattlestick Playwrights Theater - New York, NY

June 2018 - August 2018

#### *Management Intern/ Stage Manager/House Manager:*

- Managed and assisted with the day to day needs of the theater
- Provided and implemented donation opportunities for the website
- Maintained a house count for productions and ensured a pleasant theatrical experience for theater patrons and ushers.
- Managed a two-day concert series under an Equity contract

### Southeastern Theatre Conference - Greensboro, NC

January - March 2020

#### *Asministration Intern - Operations Team Member*

- Communicated with Sponsors and Donors regarding payment plans and travel logistics
- Organized record keeping and paperwork for effective conference planning with over 10,000 attendees
- Operated the help desk and registration table at the largest gathering of theater makers in the southeast region.

## RESEARCH

### National Stage Manager's Survey - 6th Edition; 7th Edition

#### *Assistant Investigator*

October 2017 - March 2018; October 2019 - March 2020

- Collaborated with Elon faculty, David McGraw to produce and conduct the largest national survey of stage managers, reaching over 1,700 participants
- Organized and chose questions to be included in the survey; participated in beta-testing
- Analyzed data presented at the Southeastern Theater (SETC) Conference in March 2018, as well as an online forum at the Broadway Stage Management Symposium in March 2020.
- Promoted and marketed the survey via Facebook and Twitter

## SELECT PRODUCTION EXPERIENCE

### *Damn Yankees*

#### *Stage Manager*

August 2019 - November 2019

- Scheduled and led weekly production meetings, and documented the entire production process
- Organized, created and completed all paperwork related to the performance distributed to cast and crew
- Acted as a liaison between the production team and cast to ensure smooth communication

### *Bent*

#### *Lighting Designer*

November 2018 -February 2019

- Designed and implemented the light plot for the sold out production collaborating with multiple different departments including, scenery, sound, and costumes.
- Programmed lighting cues on an ETC Element Console
- Stayed under budget by using a majority of in-house and donated materials