

AUTUMN MAYNARD

QUEENS, NY

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OBJECTIVE: To obtain an entry level position in an artistic career where I can leverage my full range of professional skills.

SUMMARY: PASSIONATE AND DEDICATED INDIVIDUAL WITH A STRONG DESIRE TO EXCEL IN THEATRE. PROFICIENT IN THEATRICAL AND FILM SKILLS WITH A COMMITMENT TO LEARNING AND GROWTH.

EXPERIENCE:

08/25- Present The Public Theater / Shakespeare in the Park Manhattan, NY
Front of House Staff

- Worked in the capacity of a Box Office, Usher, Stage Monitor, Herald, Ambassador and Ticket Taker.
- Utilized Tessitura to issue tickets to patrons at the box office and scanned tickets at gates.
- Signed patrons for our Patron ID program and facilitated ticket raffle at the Public Theater.

09/24-08/25 Lincoln Center Theater / Lincoln Center For The Performing Arts Manhattan, NY
LCT3 Artistic Intern and LincTix Event Staff / Year-Long Intern

- Worked in the capacity of an assistant to Interim Artistic Director and Artistic Associate at LCT3/LCT
- Wrote script coverage and read plays/new works submitted to LCT3.
- Assisted and consulted castings, callbacks, and readings pertaining to LCT3 incoming productions.
- Organized and documented production information from previous productions.
- Attended industry readings, festivals, and productions in search of undiscovered theatrical talent.
- Assisted in the organization of Two Director and Designer mixer events with LCT X MTC .
- Designed posters for LCT readings through Canva.

01/25-06/25 The Playwrights Realm Manhattan, NY
Script Reader

- Wrote script coverage and read new works submitted to the playwrights realm for their annual Writers Fellowship and Scratchpad series.

01/24-06/24 Nederlander Organization Manhattan, NY
Group Sales Intern

- Assisted the Nederlander Organization's ticketing service Broadway Direct in Group Sales.
- Distributed Tickets and Commission checks to the Broadway Theatres.
- Coordinated Group Sales events and assisted in running the Group Sales social media accounts.
- Acted as liaison between Broadway box offices and the Nederlander administrative office.
- Provided reception coverage and assisted in customer service calls for the Nederlander Organization Corporate Office and Broadway Direct Group Sales.

09/23-05/25 New York University Manhattan, NY
Graduate Shop Assistant / Production Assistant and Stage Hand

- Utilized carpentry skills to build set pieces.
- Assisted with the setting up and taking down of scenic, prop, and lighting elements.
- Organized and maintained the Scenic and Prop shop.
- Managed and restocked the Scenic shop inventory and supplies.
- Assisted production designers for the Graduate Theatre School at NYU in any capacity.

09/22-06/23 Signature Theatre Company Manhattan, NY
Intern/ College Cohort

- Assisted in marketing for Signature Theatre to upcoming artists.
- Organized events to increase participation at the theatre such as the Signature Theatre Student Nights.

- Ensured equitable and diverse opportunities were being created for artists.
- Reviewed student and community events hosted by Signature with the administration.
- Delivered feedback and problem solving solutions to further develop the student newsletter.

05/22-06/23 **Origin Theatre Company** **Manhattan, NY**
Usher/ Event Staff

- Greeted and directed patrons to their seats.
- Handled ticket sales and checked vaccination status for guests entering the theatre.
- Set and cleared house seating in accordance with the House Manager.

08/21-03/22 **American Academy of Dramatic Arts New York Company** **Manhattan, NY**
Production Assistant/ Assistant Stage Manager/ Run Crew

- Served in the capacity of an Assistant Stage Manager to the Production Stage Manager.
- Served as run crew and assisted in the transitions of set pieces and props.
- Wrote and disseminated daily rehearsal reports to the full creative team, and Heads of Departments
- Tracked props, blocking, line notes, and costume transitions for performers using MS Excel.
- Set up and struck performances and rehearsals, including collecting rehearsal props.

EDUCATION:

09/22- 05/24 **New York University, Tisch School of the Arts** **Manhattan, NY**
GPA: 3.9 (Summa Cum Laude)

Certifications

- Bachelor of Fine Arts in Drama

Achievements

- Dean's List
- Delta Gamma Fraternity Management Corporation Scholarship
- Pierre and Tana Matisse Scholarship

Activities

- Delta Gamma Eta Phi Chapter Member
- Tisch Women's Mentorship Program

09/20-05/22 **American Academy of Dramatic Arts** **Manhattan, NY**
Certifications

- Associate of Occupational Studies

Achievements

- Episcopal Actors' Guild Vinton Freedley Memorial Scholarship

09/16-6/20 **Forest Hills High School** **Queens, NY**
Certifications

- High School Diploma
- Seal of Biliteracy in Spanish and English

Achievements

- Eric Gerlipp Memorial Scholarship in Film
- National Honor Society

CERTIFICATIONS:

07/25- 07/27 **Red Cross Adult and Pediatric CPR/AED/First Aid Certification**

09/25-09/28 **FDNY Certificate of Fitness (F-03,F-04)**

SKILLS: THEATRICAL PRODUCTION, SCRIPT COVERAGE, ACTING, PUBLIC SPEAKING, PERFORMANCE, ORGANIZATION, COMMUNICATION, ADAPTABILITY, CREATIVITY, DESIGN, ART, SEWING, WRITING, MS OFFICE, MS EXCEL, CANVA, ADVANCED NON-NATIVE SPANISH, BEGINNER JAPANESE

REFERENCES: Furnished upon request.