

JADE BROOKS-BARTLETT

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PROFESSIONAL THEATRE

Role	Production	Producer	Director	Year
Stage Manager	<i>Joy: Maria*</i>	Synetic Theatre Co.	Katherine Dubois	2020
<i>Miss Sweetlesson</i>	<i>Drive Thru Drama 2</i>	Alden Perf. Arts Center	Andrew Zimmer	2020
<i>Folk Singer</i>	<i>Drive Thru Drama 1</i>	Alden Perf. Arts Center	Andrew Zimmer	2020
Production Manager	<i>Museum 2040</i>	4615 Theatre Co.	Jordan Friend	2020
Asst. Director	<i>E2</i>	REPStage	Joseph Ritsch	2019
Director	<i>Macbeth</i>	The Highwood Theatre	Self	2019
Stage Manager	<i>Wake Up, Brother Bear!</i>	Imagination Stage	Kate Bryer	2019
Director	<i>The Glass Menagerie</i>	The Highwood Theatre	Self	2018
Wardrobe Manager	<i>Titus Andronicus</i>	Synetic Theatre Co.	P. Tsikurshvili	2018
Properties Designer	<i>Soon</i>	The Highwood Theatre	Cate Caplin	2018
Wardrobe Manager	<i>The Trial</i>	Synetic Theatre Co.	P. Tsikurshvili	2018
Director	<i>Never Swim Alone</i>	The Tempest Theatre	Self	2016
<i>Agnes</i>	<i>A Bright Room Called Day</i>	The Tempest Theatre	Michael Swanson	2016
<i>Viola</i>	<i>Twelfth Night</i>	The Tempest Theatre	Michael Swanson	2016

* Performed as a Live Zoom Broadcast

RELATED EXPERIENCE

Production Manager, The Highwood Theatre, Silver Spring, MD January 2018 – June 2019

- Maintain production calendar for three spaces, including rehearsal schedules, technical schedules, and production meetings.
- Run production meetings.
- Develop comprehensive lists of production needs and ensure that all production elements are meeting deadlines and keeping on track.
- Assist the Artistic Director and Executive director in general company needs ie. office organization, creating institutional documents, and project support as needed.
- Ensure smooth communication among all artistic and production team members.
- Prop building and sourcing, set building, and set painting as needed.

EDUCATION

Elizabethtown College, Elizabethtown, PA May 2016 Bachelor of Arts: Theatre Performance, Concentration: Theatre Technology (Minor in Psychology) President of Sigma Phi chapter of Alpha Psi Omega; Member of Season Planning & Play Selection Committee

SKILLS

Driver's License; Microsoft Suite; Hand Stitching; Basic Sewing Machine; Reading Music; Basic Knowledge of ION & ETC Light Boards; Working knowledge of QLab; Working knowledge of Tessitura; Soldering and Wiring; Power & Pneumatic Tools; Color Mixing & Set Painting; Comfortable on Ladders; Attention to Detail; Works Gracefully Under Pressure; Self-Starter; Interpersonal Relations