

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
Stage Manager	<i>Joy: Vato*</i>	Synetic Theatre Co.	P. Tsikurshvili	2020
Production Manager	<i>Museum 2040</i>	4615 Theatre Co.	Jordan Friend	2020
Asst. Director	<i>E2</i>	REPStage	Joseph Ritsch	2019
Stage Manager	<i>Wake Up, Brother Bear!</i>	Imagination Stage	Kate Bryer	2019
Stage Manager	<i>Thumbelina (Devo)</i>	Imagination Stage	Natsu Onoda Power	2018
Asst. Stage Manager	<i>The Wizard of Oz</i>	Synetic Theatre Co.	Tori Bertocci	2018
Wardrobe Manager	<i>Titus Andronicus</i>	Synetic Theatre Co.	P. Tsikurshvili	2018
Touring Stage Manager	<i>Balloonacy</i>	Imagination Stage	Kate Bryer	2018
Properties Designer	<i>Soon</i>	The Highwood Theatre	Cate Caplin	2018
Wardrobe Manager	<i>The Trial</i>	Synetic Theatre Co.	P. Tsikurshvili	2018

* Performed as a Live Zoom Broadcast in repertory

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.

Production Apprentice, Imagination Stage, Bethesda, MD

August 2016 – August 2017

- Assist production team with any technical needs (load-in, strike, prop or set building, light hang and focus, etc).
- Run shows in the capacity of run crew, wardrobe, or sound board op (including live mixing of instruments and microphones).
- Cover Box Office and Reception shifts 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