

Amanda Kate Joshi

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Event Management Experience

Production Stage Manager *University Settlement* New York, NY 2019

150 Person Annual Fundraising Gala for a non-profit providing social services to immigrant families

Worked in conjunction with the Assistant Events Director and Creative Director to create a day of load-in, tech, and rehearsal schedule. Coordinated with Designers and Venue staff to prep for day of needs. Troubleshooting technical and logistical issues onsite. Running and calling the evening's program, which included speeches, and musical numbers.

Event Stage Manager *The Door* New York, NY 2018

300 Person Annual Fundraising Gala for a non-profit providing educational, artistic and counseling services to at-risk teens

Worked in conjunction with the Assistant Event Director and Theatre Director. Oversaw all logistical coordination of technical needs of production, created ROS for Door and its contractors. Attended rehearsals for performance component of evening, created calling scripts and run sheets. Wrangled 25 teen performers. Designed lighting looks for dance pieces. Supervised all other aspects of the events flow in conjunction with AED, Caterers, Staff, Presenters, and Venue staff.

Stage Manager/Evening Coordinator *New Georges* New York, NY 2016, 2017, 2018

200 Person Benefit Party for a non-profit theatre company run by and championing female artists and their work

Coordinated multiple site-specific playlets throughout the evening, moving through various locations in the venue. Worked with Artistic Director to intergrate timings of the plays into other event programming (speeches, special music performances). Headed up team of volunteer assistants to manage each piece and direct traffic flow of guests during the evening.

Assistant Events Coordinator *Hoff Barthelson Music School* Scarsdale, NY 2017, 2018

Annual Benefit one of the more premier community music schools in the country with over 1,800 students

Worked with Director of Special Events in physical set-up of venue, registration tables, catering stations, and decorations. Worked with technical contractors in setting up projection/video equipment. Supervised backstage during performance portion of event, both wrangling musicians and doing onstage transition set-up and breakdown of chairs and stands.

Stage Manager *The Door* New York, NY 2017

300 Person Annual Fundraising Gala for a non-profit providing educational, artistic and counseling services to at-risk teens

Set-up and oversaw backstage and performers/speakers holding areas. Kept day of schedule on track with Stage Manager. Delegated duties to staff volunteers. Ensured all areas were safe, secure, and clean for talent. Distributed and collected sound equipment including walkie radio and wireless mics.

Assistant Event Producer *The League of Professional Theatre Women* New York, NY 2015

500 Person Annual Benefit for a non-profit promoting visibility and opportunity to women in the professional theatre

Worked with Producer to interview and hire and supervise 20 volunteers to staff all areas of event. Created ROS across all departments. Worked with Stage Manager to schedule rehearsals during front of house set-up. Worked with photographers and provided lists of artists for step-and-repeat. Troubleshot any registration issues. Coordinated with talent runners to see that artists were set onstage at the appropriate moments during performance.

Skills

MS Office Suite, OvationTix, Peachtree Accounting Software, PatronMail, Wix.

Education

Hunter College	BA in Theatre	2004-2005
British American Drama Academy	Semester through Sarah Lawrence College	2004
Oberlin College	Classical Civilization Major candidate	2000-2003

References

Jaynie Saunders-Tiller	Managing Director/Producer, New Georges	jaynie@newgeorges.org	646.336.8077
Jessica Wolf	Assistant Director of Events, The Door	jwolf@thedor.org	212.453.0274