

Amanda Kate Joshi

60 Cooper Street #2H New York, NY 10034
914.262.8597 amandakatejoshi@hotmail.com

Administrative Experience

Executive Assistant/Associate Director *Tony Walton* New York, NY 2010 to present

Working both as Associate Director on numerous productions, and when not in production, as Assistant, organizing and maintaining calendar, setting up meetings, trips and tickets for events, drafting email correspondence, indexing and cataloguing over 50 years of theatrical design materials for Library of Congress.

Colony Coordinator *JMF Writers Colony at Goodspeed* New York, NY 2016 - present

Processing applications through, and maintaining, submission database, drafting LOAs, Acceptance and Rejection Letters, running Selection Committee meetings, making all travel and housing arrangements for artists and their guests, setting up printers, keyboards, etc. in artists' housing, creating, editing and printing programs, as well as hosting, and contributing to daily breakfasts, evening work sessions and weekly salons.

General Manager, Marketing Director and Interim Managing Director *Abingdon Theatre Company* New York, NY 2011-2013

As GM: Responsible for implementing payroll, updating cashflow and keeping all accounting up to date, reconciling production budgets, executing contracts, screening intern applications, working closely with Development Director on fundraising campaigns updating maintaining in-house and web calendars, working closely with Press rep, and acting as Box Office Manager, selling and tracking all ticket sales.

Co-founded ATC newest program, Pop-Up Playhouse, which allows playwrights to develop and present new plays for young audiences. Created, produced and directed shows for two age groups, and ran pre and post show workshops based on the play for families. Fundraised, branded, marketed, and developed audience for the program.

As Mkt Dir: Created seasonal marketing materials such as Season Guide, Onstage Magazine and Sunday Series pamphlets with Graphic Designer, created and proofed all programs for productions, created lobby displays, sold advertisements to local businesses, designed and created all Eblast materials, updated all social media outlets.

As Mng Dir: Responsible for long and short term cashflow projections and implementation, monthly bank reconciliations, bank transfers with OvationTix, executing contracts with Sunday Series artists, tracking online donations, negotiation AEA contracts, arranging local and international travel for artists and staff.

Box Office Staff *John Drew Theatre at Guild Hall* East Hampton, NY 2010, 2011

Selling tickets via phone, internet and walk-up window, creating packages and events in Ovation database, handling all cash and credit card transactions, reconciling daily sales and reporting.

Theatre Program Director *Indo-American Arts Council* New York, NY 2010-2011

Created and implemented theatre programming for organization, liason to the Lark Play Development Center, and sat on committee to select IAAC Playwright Fellow, and acted as co-producer of IAAC/Lark's Playwright Week. Planned and ran large fundraising events, such as comedy shows and movie galas.

Artistic Director *Wizard Oil Productions* New York, NY 2005 - 2010

Founder and artistic leader of company, creating season, honing artistic voice, hiring all artists, finding venues, creating Union contracts, running fundraisers, creating and maintaining database of donors, designing and branding logos and all printed materials, including programs, brochures and newsletters, creating and maintaining website, audience outreach to schools and community groups in person and through social media.

Office Administrator *Hudson County CASA* Jersey City, NJ 2008 - 2010

Worked with Executive Director managing office, including overseeing bank accounts, database management, assisting with audit filing, and organizing fundraising events and staff activities.

Education Assistant *Materials for the Arts* New York, NY 2008

Worked closely with Education Administrator, overseeing, creating and updating all NYC Public School accounts with organization. Also organized, prepared materials for, and helped run 30 Art Workshops for art teachers and their students. Created programming for workshops for disabled groups.

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Administrative Experience Continued

PlayLab Assistant *New Dramatists* New York, NY 2006-2007

General office management with focus on Stage Management and Casting with John Steber for all readings and workshops.
Worked closely with Emily Morse during admissions process of cataloguing, distributing, and collecting evaluations on over 300 scripts.

Literary Development/Director *NWCA Summer Playwrites Program* Mt. Kisco, NY 2000-2003

Collaborated with and taught playwrighting and directing to selected high school students from tri-state area as part of a summer theatre festival.

Assistant Program Director *SUNY Purchase* Purchase, NY 2000

Taught basic playwrighting, improvisation and acting to middle and high school students.

Skills

MS Office Suite, OvationTix, Peachtree Accounting Software, PatronMail, American Eagle, some work in InDesign.

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

Tony Walton Award Winning Designer/Director mimapopup@gmail.com 212.787.9162

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