

ERICA ZIPPEL SCHNITZER

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Professional Experience

Particular Matters by Tomas Saraceno – The Shed – Operations Manager; January 2022-April 2022

- Called cues and liaised between Local One and the Front of House team to help manage the operations of the extended run for Tomas Saraceno's large-scale immersive art installation.
- Managed daily schedules, hired and coordinated Assistant Ops Managers, and generated daily reports.

Vallejo Gantner – Project Manager & Executive Assistant; March 2020 – Present

- Assists in weekly correspondence for a variety of independent art projects, business ventures, and philanthropic events in several time zones. Oversees & organizes events digitally & onsite.
- Handles travel schedules and itineraries as well as daily scheduling of meetings.

Preparedness by Hillary Miller – Bushwick Starr – Production Manager; August 2021 – December 2021

- Production manages the full scope of the Bushwick Starr's upcoming production to be performed at HERE Arts Center in November 2021.

Fandango For Butterflies & Coyotes by Andrea Thome – EnGarde Arts – ASM/ Lighting Supervisor; Sept. – Oct. 2021

- Handles the travel and wrangling of cast and crew alongside the PSM for a multi-city tour and oversees the implementation of load in onsite, as well as undertakes responsibilities of an assistant stage manager during performance.

Open Call Festival – The Shed – Stage Coordinator; June 2021

- Coordinated alongside Shed management to facilitate the tech days and performances for each of the artists programmed in the festival in The Shed's McCourt Theater.
- Liaised between each artist and the Local One crew for tech and performance days to ensure clear communication.

A Dozen Dreams – En Garde Arts – Stage Manager; May 2021

- Organized crew and ran ongoing performances in the alternative space inside of Brookfield Place Mall.

Plastic Bag Store by Robin Frohardt - Pom Arts– Stage Manager; February 2020 — July 2021

- Stage Manages *Plastic Bag Store* by Robin Frohardt, a performance art piece set in a store front. This show is in the midst of touring. Locations include New York, Los Angeles, & Australia.

Andrew Ondrejcek – Studio Assistant; August 2019 — Present

- Handles daily assistant needs including but not limited to: website updates, email correspondence, artistic layout using InDesign for look books, errands for artistic materials, and scheduling of events.

HireArtists.org – Community Manager / Co-founder; March 2020 - June 2021

- Helped to create HireArtists (along with Vallejo Gantner, Alex Reeves, Chet Kerr, and James Dennin), a website founded in response to mass unemployment of artists due to the COVID-19 crisis. It attempts to offer employment for artists looking to remotely sell services.
- Runs daily correspondence for site users and approves listings for artists as well as liaises with site development and social media.

3DaysPrior Productions — Resident Artist / Producer / Production Manager; 2019 - Present

- Co-founded a multidisciplinary production company devoted to the creation of work by early-career professionals that is honest, collaborative, and empowering with the goal of offering a space for young theater makers to pursue new work and adaptation with a team of active supporters.

***The Recipe - The Momentary*— Production Manager/ AD; November 2019 - February 2020**

- Production managed *The Recipe* by Kristin Worrall and live performance art cooking show performed at The Momentary, a new multimedia performing arts space in Bentonville, AR.
- Was responsible for liaising with the venue, managing a team of 10 PAs, running rehearsals, and managing the budget. Also worked as an on-stage sous chef.

Raymond Pettibon, Live Event - New Museum— Production Manager; November 2019

- Production Managed and wrangled artists for Raymond Pettibon's live performance, *Whoever Shows: Strike Upp th' Band!* at The New Museum in Lower Manhattan. Was also responsible for hiring videographers, photographers, and makeup designers.

En Garde Arts – Administrative Assistant; September - January 2020

- Assisted the Executive Director, Heather Cohn and Artistic Director, Anne Hamburger, in a variety of tasks including but not limited to: social media, marketing, emails blasts, building programs for performances, gala planning, website building, and development.
- Necessary programs included: Mailchimp, Excel, InDesign, Wordpress OvationTix, Photoshop

***Only Human* - Theater at St. Clements— House Manager; October- November 2019**

- Oversaw Ushers and FOH team, communicated with Stage Management and Company Management regularly.
- Acted as face-to-face customer relations and logged show reports using google sheets and email updates.

Dream Up! Festival - Theater for A New City— Venue Coordinator; July 2019-September 2019

- Coordinated 3 venues for 25 productions over the 4 weeks of the festival's tech, performances, and load-out.
- Supplied support for creative teams and venue staff during the run of productions and acted as liaison between the venue and the programmed shows.

Chopped - Notional Productions/ Good Egg Entertainment— Production Assistant; July-August 2019

- Assisted production both on set as well as in an office capacity including purchase orders, reconciliations, on set support for ADs and Crew, and general studio organization.

The Battles of Richmond Hill by Penny Jackson - HERE Arts— ASM / Props Master; Feb.-May 2019

- Assisted Stage Manager during rehearsals, presets during run of show.
- Collaborated with the Scenic Designer of the creation and appropriation of Props for the piece.

Eco Village - Theater at St. Clements— Box Office Manager; February – March 2019

- Handled correspondence with Ovationtix ticketing website, Marketing, and Complementary ticket requests.
- Acted as face-to-face customer relations and logs show reports using google sheets and email updates.

BRIC Celebrate Brooklyn! Festival— Asst. Stage Manager and Hospitality Coordinator; 2018 Season

- Organized digital documents and accounts via Excel spreadsheets, managed incoming musicians' day to day needs and assisted in contract fulfillment.
- Coordinated staff in 10 thousand person crowds and offered support to Stage Manager and Company Manager including printing and posting the daily schedules and rundowns and managing departmental funds.

The Mile Long Opera - The Office Arts— Asst. Company Management; 2018

- Communicated w/ performers re: prop needs & coordinated SM preparedness w/ a team of 6 Pas.
- Maintained tracking document of 280 performers and their prop and costume necessities.

Rosie's Theater Kids Gala 2018— Asst. Stage Manager/Production Assistant; 2018

- Worked on Rosie O'Donnell's Charity Gala, assisting the event coordinator and stage manager of the gala to coordinate performers and help event venue staff to stay on schedule.

Janet Kinghorn Bernhard Theater– House Manager; 2017-2018 Season

- Ran all Front of House Operations during each productions from pre-show through post show.
- Responsibilities included: patron and usher management, reconciliations, & end of performance house reports.

Janet Kinghorn Bernhard Theater– Programs Manager; 2017-2018 Season

- Created, designed, and formatted all of the programs for the Skidmore Theater Mainstage and Blackbox productions
- Used Adobe InDesign to cultivate all of the materials for Skidmore-branded Programs.

New York Musical Festival– General Management Intern; 2016 Season

- Reconciled fiscal sponsorships, communicated with show GMs, SMs, & producers; formatted and sent out contracts for shows; helped facilitate fundraising events, patron events, and opening/closing night parties.

Education

Skidmore College Saratoga Springs, NY | B.S. in Theater with Minors in Arts Administration & Political Science

Ithaca College Summer Writers Institute Writing Fellow, Ithaca, NY: Summer 2013

Trained with writing professionals in an intensive environment, specializing in non-fiction, creative fiction, and poetry

Skills

Administrative: Microsoft Office Suite, Social Media, Salesforce, TicketAgent, OvationTix

Design: Adobe InDesign, Photoshop, Video Editing (Final Cut, iMovie), Sound (Pro-tools, Q-Lab, Audacity), Lighting (Vectorworks and Lightwright), Photography (Owns DSLR and Tripod),

Other: Basic Spanish, Valid Passport & Driver's License

****References Upon Request***