

# ERICA ZIPPEL SCHNITZER

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## **Stage Management**

<b>Production</b>	<b>Director</b>	<b>Venue/Company</b>	<b>Year</b>
<u>Production Stage Manager</u> Mercury Store Project Residencies	Raja Feather Kelly Sarah Benson Will Davis Nana Dakin Rose Freeman Jing Dong Brandon Woolf Peter Cook Hannah Kallenbach Adrienne Westwood é boylan	Mercury Store	2022- Present
<i>En Garde Arts 2022 Gala</i>	N/A	The Mansion (West Village)	2022
<i>The Trace of an Implied Presence</i>	Tiona Nekkia McClodden	The Shed	2022
<i>The Strangers Came Today</i> by Emily Zemba	Violeta Picayo	New Ohio Theatre (SOCIETY)	2022
<i>Beginning Days of True Jubilation</i> by Mona Mansour	Scott Illingworth	New Ohio Theatre (SOCIETY)	2022
<i>Particular Matters</i> by Tomas Saraceno	Tomas Saraceno	The Shed	2022
<i>Open Call Festival</i>	N/A	The Shed	2021
<i>A Dozen Dreams</i> (eight playwrights)	Anne Hamburger	En Garde Arts	2021
<i>Plastic Bag Store</i> by Robin Frohardt	Robin Frohardt	Pomegranate Arts	2020-2021
Dream Up! Festival	Crystal Field	Theatre for the New City	2019
<u>Assistant Stage Manager</u> <i>The Collision</i> by Nadja Leonhard-Hooper	Lily Riopelle	59E59 ( <i>Two Headed Rep</i> )	2022
<i>The Martyrdom</i> by Amanda Keating	Molly Clifford	59E59 ( <i>Two Headed Rep</i> )	2022
<i>Fandango For Butterflies &amp; Coyotes</i> by Andrea Thome	José Zayas	En Garde Arts	2021
<i>The Battles of Richmond Hill</i> by Penny Jackson	Kathy McGowan	HERE Arts	2019
BRIC Celebrate Brooklyn! Festival	N/A	BRIC	2018
Rosie's Theater Kids Gala		Times Square Marriott	2018

## **Additional Relevant Experience**

### Production Manager

<i>Preparedness</i> by Hillary Miller	Kristjan Thor	Bushwick Starr	2021
<i>The Recipe</i> by Kristin Worrall	Andrew Ondrejczak	The Momentary	2020
Raymond Pettibon, Live Event	Raymond Pettibon	New Museum	2019
3DaysPrior Productions	N/A	Resident PM	2019

### Admin/ Artistic Assistant

#### **Vallejo Gantner – Project Manager & Executive Assistant; 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.

#### **Andrew Ondrejczak – Studio Assistant; 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.

#### **En Garde Arts – Administrative Assistant; 2019**

- 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

### Additional Theatrical Work

#### **Only Human - Theater at St. Clements— House Manager; 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.

#### **Eco Village - Theater at St. Clements— Box Office Manager; 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.

#### **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.

## **Education**

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**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**

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**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***