

KATIE WILLMORTH

PROFILE

Katie is a NYC-based arts administrator, actor, director, and theater producer. She develops and executes theatrical programming and facilitates playful and rigorous creative collaborations.

PROFESSIONAL EXPERIENCE

DIRECTOR OF OPERATIONS & EVENTS, TREASURE TRUNK THEATRE Sept. 2022 - present
PROGRAM ASSISTANT & OPERATIONS MANAGER April 2022 - Sept. 2022

- Support mission to provide children's theatrical programming and sustain company growth by providing administrative support, team management, and facility maintenance
 - *Opened second studio venue in spring of 2022, doubling programming & event capacity*
- Serve as main point of communication between administrative staff, teaching artists & external vendors
- Create and reconcile invoices; maintain inventories; hire, train, and onboard staff; maintain databases and organizational systems; manage calendars; track & prioritize action items from staff meetings
- Support customers by problem solving intuitively based on company values and policies
- Oversee all aspects of booking, planning, supply procurement, and client satisfaction for private events

ASSOCIATE ARTISTIC DIRECTOR, SMITH STREET STAGE Jan. 2019 - Sept. 2021
MEMBER OF ARTISTIC BOARD 2015 - 2021

- Assist the Artistic and Executive Directors in managing and multitasking ongoing company business
 - *2019 saw a 45% increase in operational budget and expansion in programming*
- Research available resources in the NYC theater landscape (funding, EDI coaching, venues, talent, etc.)
 - *Gained access to ART/NY venues, professional development, networking & grant opportunities*
- Spearhead company EDI initiatives by creating a database of historical hiring practices, serving on our anti-racism committee, making policy recommendations to leadership, and attending workshops.
 - *Employed ombuds (independent reporting & mediating resource) for each production since 2020 in order to support artist wellbeing*
- Write and edit varied materials: press & company statements, digital content, grant applications
 - *Co-wrote successful 2018 DCLA grant application: awarded \$10,400*

PRODUCER OF WORKSHOP SERIES, SMITH STREET STAGE Dec. 2018 - May 2019

- Create and manage budgets, adhere to AEA codes and grant deliverables and funding requirements
- Thoughtfully curate a creative process to align with company mission and artist's vision and goals

THEATER PRODUCER/WRITER/ DIRECTOR CREDITS

- *As You Like It*: Mainstage Production (Director) Shakespeare in Carroll Park 2023
- *Kitchen Chronicles*: Premiere (Co-Writer/Actor; developed at Fresh Ground Pepper) Touchstone Theatre 2022
- *The Artists/Noah Mease*: Devising Workshop/ Reading (Producer/Dir.) Smith Street Stage 2019

RELEVANT SKILLS

- Collaborative and Self-Motivated
- Detail-Oriented and Organized—a logistics maven with a passion for creating & bettering systems
- Excellent interpersonal and written communication skills
- Tech-literate: Google suite, Zoom, Ticketing platforms, social media, client databases (hiSawyer)

EDUCATION

NEW YORK UNIVERSITY — BFA—Drama; Minor in English Sept 2009— May 2013