

MEGAN WEST

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651-788-3701

CREATIVE ~ COMMUNICATIVE ~ EFFICIENT ~ RESOURCEFUL ~ FORWARD-THINKING

PROFESSIONAL SUMMARY

I am actively seeking a Director level position for a Minnesota theatre company and continue building my arts administration and leadership expertise. My experience includes a decade of producing at a variety of venues in Minnesota. I have collaborated on over 200 professional productions as a director, producer, stage manager, and administrator. New works and reimagining of established titles are a cornerstone to my work. To further grow and excel in my field, I am open to relocating to new communities. I excel at building a cohesive team, I have demonstrated experience in marketing a theatre season and implementing development strategies to creatively enrich the mission of the theatre. My passion is for creating an exceptional space for artists to engage their work. Equity and parity in the arts are key components to my process. I have cultivated a network of diverse producers and theater professionals through my leadership and mentorship. This mentoring is based on modeling and instilling qualities to encourage artistic growth, racial equity and respectful work relationships.

My management style is proactive in terms of budgeting, negotiating, detailed contracting and ongoing mentorship. I am obtaining my masters in Nonprofit Management at Hamline University in order to tailor my artistic work to solid business practices. I believe that art must be sustainable. We have a duty to create quality theatre that delivers a stable platform for our communities to invest in. I work efficiently, think on my feet, and work tirelessly to ensure a sensational audience experience. I am self-motivated with an ability to represent multiple stakeholders.

PROFESSIONAL EXPERTISE

Artistic Producer
Leadership with Exceptional Standards
Interviewing, Hiring and Negotiating

Director
Communications
Marketing Strategist

Budgeting
Development Planning
Diversity Advocate

EMPLOYMENT HISTORY

2017– PRESENT: THE CHAMELEON THEATRE CIRCLE, APPLE VALLEY, MN

EXECUTIVE PRODUCER

Report to the Board of Directors. Collaborate with a board run organization with a 20-year history that is evolving from its community theatre roots into a professional level theatre. Season Planning and Artistic Team selection. Coordinating production teams, directing, leading auditions, artist hiring and contracting. Produce 5 show season, including a new play festival and any special events. Visioning a marketing and development strategy, media relations, board development and organization re-branding (new website, new mission).

2007– 2017: PARK SQUARE THEATRE, ST. PAUL, MN

COMPANY DIRECTOR (OTHER TITLES HELD ARE PRODUCTION MANAGER & PRODUCTION ASSISTANT)

Report to the Artistic Director and assist the Artistic Director and Executive Director. Plan for season productions, production calendar, and union and independent contracts. Create, manage and monitor a \$3,500,000 budget. Supervise departments to ensure cohesive team processes with exceptional, on-budget performances. Build relationships and serve as liaison with partner production companies, artists, designers, managers and stage crews. Supervise production facilities, including a 200-seat stage, 350-seat stage, two rehearsal halls, meeting space and costume shop. Arrange travel and housing for guest artists. Interview and hire stage managers, assistant managers, production crews, carpenters, audio engineers and scenic artists. Organize and conduct season auditions. Collect and maintain a database of actors, designers and staff. Provide support for 18+ productions and 200+ independent contractors in a season. Train freelance stage managers, designers and directors in compliance with policy and company brand and provided mentorship and activities for interns. Annually coordinate an open to the industry audition for 20-35 producers and freelance directors, showcasing 400-600 actors, which escalates each year. Annually apply and execute royalty agreements. Represent and promote the theatre at season productions, community discussions, production networking events (Ivey Awards, UofM design presentations, etc.) and business development and marketing events.

**2017– PRESENT: IN THE HEART OF THE BEAST, MINNEAPOLIS, MN
TOUR MANAGER**

Report to the Executive Director and Tour Coordinator. Meet all State Arts Grant Funding requirements. Develop tour budget and coordinate with HOTB staff on contracts and payments to independent contractor artists. Research and book three greater Minnesota tour sites and one Puppet Festival performance. Arrange travel, housing and schedules for each tour performance and adjoining educational workshop engagement. Measure the impact of the tour and submit a report back to the State Arts Board.

2013– PRESENT: THEATRE ALLIANCE, ST. PAUL, MN

BOARD CHAIR 2016-17, BOARD MEMBER, SUBCOMMITTEE MEMBER- DIVERSITY IN THE ARTS

Organizational Executive Director transition (founder transition), Strategic Planning throughout 2017, Steering Committee member and presenter for Performing Arts Human Resources Toolkit Series (PAHRTS) workshop, focusing on HR practices in the performing arts field: legal compliance, best practices, diversity and equity, and collaboration. Panelist for MN Theatre Alliance State-Wide Theatre Conference in Networking and Tour Management

2005– PRESENT: VARIOUS VENUES

DIRECTOR

Fool for Love, Swearing Jack Productions; Suddenly Last Summer; Theatre in the Round (Assistant Director); Banned Together: A Censorship Cabaret (co-Sponsored by the Dramatist Guild) & My Beautiful Infinity(reading), The Chameleon Theatre Circle; The Diary of Anne Frank, Park Square Theatre (emergency replacement).

2007– PRESENT: ACTORS' EQUITY ASSOCIATION

STAGE MANAGER

Small Professional Theatre contract, Theatre for Young Audiences contract and LORT. Communication specialist and liaison for producer, designers, creative teams and acting company. Crisis management, organization, detailed note-taking, creative problem solving for over 30+ productions.

2016– PRESENT: WALKING SHADOWS THEATER COMPANY, MINNEAPOLIS, MN

BOARD MEMBER

Stewardship strategist. Donor.

OCT– DEC 2012: GUTHRIE THEATRE, MINNEAPOLIS, MN

TEMPORARY PRODUCTION ADMINISTRATIVE COORDINATOR

Reported to the Production Director and Assistant Production Director. Managed and monitored production facilities and arranged travel and housing for guest designers. Managed and monitored IATSE payroll and production payroll. Reconciled department receipts and assigned account numbers to invoices.

2005– 2008: SWEARING JACK PRODUCTIONS, FARGO, ND

FOUNDING ARTISTIC DIRECTOR

Season planning, fundraising and development, company member recruiting, directing, technical directing, casting, house management and box office management.

EDUCATION

- Hamline University, Saint Paul, MN –Masters in Nonprofit Management, estimated graduation 2018
- Minnesota State University of Moorhead, Moorhead, MN– 2005 Bachelor of Arts, Cum Laude, Theatre Arts Emphasis in Technical Theatre and Directing
- Theatre Alliance Fundraising Workshop Series:
 - Institutional Grantseeking, Steve Paprocki, President of Access Philanthropy, March 2017
 - Training on Individual, Giving Katy Gaynor, April 2017
 - Sponsorships, Scott Mayor, May 2017