

Lauren Rosenay

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EDUCATION

Quinnipiac University

Hamden, CT

Bachelor of Arts in Theater and Media Studies (Double Major)

Graduated in May 2020- GPA: 4.0; Dean's List

EXPERIENCE

Company Manager- Legacy Theatre, 2020- Present

- Weekly meetings with Artistic Director, Managing Director and Campaign Committee
- Provide support for the Artistic Director and Managing Director
- Complete weekly tasks that facilitate the artistic excellence, community service, education, financial stability, fundraising, and audience engagement of Legacy Theater
- Update and organize our mailing list, Donor Perfect account and physical filing.
- Support the teaching curriculum and assist with educational and outreach programs.
- Available to speak to private and public organizations and to the press.
- Administrator of Social Media (Instagram, Facebook, Twitter)
- Video editor and interviewer of "Face to Face," part of Legacy's Social Distance Theatre

Stage Manager- Quinnipiac University's *RAGE*, 2020

***World Premiere; adapted by Elizabeth Dinkova from Stephen King; Music by Frederick Kennedy

- Completed rehearsal, production and accident reports
- Sent actors a Daily Call and pinned up a sign-in sheet and rehearsal/tech calendars
- Attended all rehearsals and production meetings
- Set up rehearsal room prior to rehearsals and cleaned up post-rehearsals
- Called all of the mic cues, sound cues, light cues, projection cues and cues for backstage crew.
- Liaison between actors, production team, crew members, band members, and Quinnipiac University Theater department
- Created a fully organized and detailed prompt book

Stage Manager- Legacy Theatre's *Hamlet*, 2018

- Completed rehearsal, production and accident reports
- Attended all rehearsals and production meetings
- Unlocked the rehearsal space
- Called all of the mic cues, sound cues, light cues, spotlight cues and cues for backstage crew.
- Liaison between actors, production team and crew members
- Created a fully organized and detailed prompt book
- Inputted and edited sounds in QLab

Marketing Director/Publicity Coordinator

Quinnipiac University Theater Dept., 2017- 2020

- Composing press releases, organizing photo calls, booking radio and media interviews, overseeing the completion of the program book and poster, distributing posters, creating content for the social media accounts
- Attend production meetings and lead discussions on publicity for upcoming shows
- Running and updating the Quinnipiac Theater Alumni Facebook group
- Plan, coordinate and run the annual holiday party (set up decorations, hire DJ, organize a menu, gather a committee, and price best options that meets the budget)

- Admin of the Facebook, Instagram, Snapchat and Twitter pages (@qutheater)

Marketing/Publicity Coordinator- Fourth Wall Theater, 2018 - 2019

- Compose press releases, organize photo calls, book radio and media interviews, oversee completion of program books and posters, distribute posters, create content for the social media accounts
- Update the website and write for our blog (www.qufourthwalltheater.com)
- Attend and contribute to weekly Fourth Wall meetings to discuss agenda
- Publicize and encourage students to join Fourth Wall via hospitality booth at the involvement fair.
- Head usher during productions (monitor late seating, account for reserved seating, collect tickets, distribute program books)
- Admin of the Facebook, Instagram, Snapchat and Twitter pages (@qufourthwall)
- Head set designer (*No Exit* by Jean-Paul Sartre; *Seven Minutes in Heaven* by Steven Levenson)

Director of Marketing, Design, Group Sales, and Box Office Management

Fright Haven CT Haunted House Attraction 2016 - Present

- Box Office Management (entrusted with money, supervise Guest List and Will Call, VIP Concierge, ticket coordination through Ticketleap, Groupon and Eventbrite)
- Contact colleges and businesses for group visits; coordinate their travel plans
Oversee design and layout for the haunted attraction wherein 20,000 guests attend annually (present new concepts and critique designs)
- Cast actors, orientation, place them in specific rooms of haunted house, check-in with actors periodically throughout the night
- Train and evaluate actors' performances
- Answer phones, emails, group inquiries and supervise customer service
- Admin of the Facebook, Instagram, Snapchat and Twitter pages (@frighthaven)

Director of Marketing & Publicity

Beatles Music Festivals at Ives Concert Park (2016); Oakdale Theater (2017- 2018)

- Box Office Management @ Ives Concert Park (entrusted with money, supervise Guest List and Will Call, VIP Concierge, ticket coordination through Ticketleap, Groupon and Eventbrite)
- Coordinate talent and vendors
- Design program book (artwork, collecting and placing ads, sending to print)

Stage Manager- New Play Festival Off-Broadway The Barrow Group NYC, 2017

- Completed rehearsal, production and accident reports
- Attended all rehearsals and production meetings
- Moved props on and off in between scenes
- Liaison between actors, production team and crew members
- Created a fully organized and detailed prompt book

Arts and Graphics- Liverpool Productions Entertainment; Club Kosher; Fright Haven; Dracula Tours; Ghost Tours; Beatles Music Festival

- Design business cards, logos, and advertisements
- Film and edit Promo videos
- Design, maintain and update websites

Director/Producer- Beth Chana Academy High School, 2016 - 2019

- Schedule rehearsals and plan agenda
- Run production meetings and rehearsals
- In contact with theater venue regarding rehearsal times, tech schedule, staff, etc.
- Manage students with costumes, tech (light, sound, projection), music direction and choreography

North Haven TV (NHTV)/Branford Community TV (BCTV) - Internship 2018 - 2019

- Set up the set before the talk show hosts and guests arrived.
- Greeted hosts and guests of the talk show as they walked in and helped them get situated.
- Ran mic and sound checks, learned about audio threshold, compression, sound waves, etc., focused the cameras and assisted in making sure everything looked presentable.
- Observed and practiced switching during talk show segments, reminded control room when it was time to give the talk show hosts a 5, 10, and 15-minute warning, and edited segments using Adobe Premiere afterwards.
- Used proper technique to wrap the cables, put away the microphones, burned a copy of the CD and shut down all of the systems how I was instructed to.
- Was shown how the programming schedule is created and maintained.

Quinnipiac University Theater show credits-

- Actor: *A Midsummer Night's Dream* (Titania), *Little Shop of Horrors* (Audrey); *The Clean House* (Matilde); *The Imaginary Invalid* (Dr. Diaforious); *Acts of Compassion*.
- Sound Design: *Dog Sees God*; *Acts of Compassion*.
- Stage Management: *RAGE* (World Premiere), *The Lobby Plays* (Off-Broadway- The Barrow Group); *Really, Really* (Assistant Stage Manager).
- Set Design: *Seven Minutes in Heaven* (Set Designer), *No Exit* (Set Designer), *A Midsummer Night's Dream* (Assistant Set Designer), *The Wild Party* (Painting Crew)
- Direction: *Surviving the Holidays* (Off-Broadway- The Barrow Group), *Rocky Horror Picture Show: Shadow Cast* (Assistant Director).
- Costume Design: *The Wild Party* (Costume Crew).
- Props: *Clark Gable Slept Here*.
- Playwright: *Out Of This World* performed at The Barrow Group (Off-Broadway).
- Lighting Design: *Rumors* (Assistant Lighting Designer)

SKILLS

Adobe (Photoshop, Illustrator, InDesign, Premier, After Effects, Audition, Muse), Final Cut Pro, Photography, Blogging (Instagram/Twitter/Facebook: @morelaurgalore), Musical Theater (Acting, Singing, Dancing), Basic HTML and CSS, Choreography, Film (Acting), valid driver's license

AWARDS

Alpha Psi Omega (National Theater Honor Society), Lambda Phi Eta (National Communication Association Honor Society)

References