

# Kyrsten Goodrich

She.Her.Hers | 760-490-1730 | kyrstengoodrichsm@gmail.com

## EDUCATION

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Master of Fine Arts: Stage Management	University of California, Irvine	Received June 2021
Bachelor of Arts: Theatre	California State University, Chico	Received May 2016

## WORK EXPERIENCE

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### **Operations Assistant | Musco Center for the Arts | May 2021 - Present**

I support all Musco Center departments with operational tasks and challenges including, but not limited to the following: Assist Executive Director on a per project basis; process and file invoice payments; facilitate supplier registration; manage University P-Card reconciliation for the Executive Director; submit purchase orders requests; submit work orders with appropriate campus departments; maintain office supply inventory for all departments; contract processing; project tracking; set-up and break-down equipment for auxiliary building activity; manage all artists hospitality requirements (dressing room assignments, parking, meals, hotels, etc); facilitate check-in and check-out of individuals with approved access ensuring they meet all Chapman University, Musco Center, and Covid-19 Compliance requirements for entry.

### **Teaching Assistantship | California State University, Irvine | October 2018 - June 2021**

I worked in the various areas of production on a revolving basis as assigned each quarter, including the following positions: Production Office TA; Production Studio TA (working as a scenic painter); Student Teacher for Drama 50E: Introduction to Stage Management; Teaching Assistant for Drama 101: Production Crew; Teaching Assistant for Drama 130: Intermediate Acting; Assistant to the Drama Department Chair; Auditions Coordinator; Editor of the UCI "Stage Management" and "Auditions" webpages as well as Editor of the "MFA Stage Management Handbook".

### **Spaback | Massage Envy | February 2017 - May 2018**

I was responsible for inventory control, overseeing room set up in compliance with city and state safety codes (regarding fresh towels and sheets, sanitation materials, etc), overseeing room turnover and laundry needs, and tracking weekly cleaning and maintenance needs.

### **Stage Manager | Clinton Area Showboat Theatre | May 2016 - present**

I have worked as an assistant for 7 productions and as a manager for 15 productions. I am responsible for standard show tasks including, but not limited to: running rehearsal; distributing notes; creating and maintaining show tracking paperwork; scheduling fittings; running tech and performances, supervising a crew of interns. I also serve as a consultant to the Artistic Staff and am support seasonal planning as needed: setting up and striking the offsite rehearsal space materials at the beginning and end of each season; acting as a floor manager for company housing; maintaining the company contact sheet; maintaining the company digital callboard; assisting with lobby maintenance/décor; coordinating social media takeovers; scheduling exit interviews with the Artistic Director. I will be returning to the Showboat for the 2022 season from May 16th-June 12th as the Equity Stage Manager for *Sister Act*.

### **Stagehand and Stage Manager | California State University, Chico | March 2013 - May 2016**

I performed a variety of tasks to support School of the Arts productions and events: painted sets; constructed specialty props; attended electric calls for 10+ mainstage productions; worked as a stage hand or stage manager for 50+ events. I also assisted the Production Manager with the following tasks: maintained the events calendar; posted work calls; assigned event crews; trained 5 student employees; fielded student event proposals and room requests; coordinated event needs.

## RELATED SKILLS

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CPR/First Aid Certified; Certified Covid-19 Compliance Officer; Contact Tracer; Conflict Management Training; Stage Intimacy Training; Anti-Racist Training; Time Management skills; Creative; Adaptable

## INTERESTS

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Guest lecturing for advanced Stage Management courses; Watching new musicals; Podcasts; Crocheting

## REFERENCES

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**Don Hill**  
Chair, Department of Drama,  
UC Irvine

**Aaron Thompson**  
Production Manager  
Musco Center for the Arts

**James Kyle Davis**  
Executive Director,  
Clinton Area Showboat Theatre