

Kyrsten Goodrich

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

EDUCATION

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

Head of Crochet | Sew Cool Sewing Company | September 2023 - CURRENT

I am the lead instructor of all crochet classes, currently contracted for La Mesa School District's Extended School Service program, teaching 4th through 6th grade levels. I am responsible for class curriculum, project preparation, and supply inventory for all crochet classes.

Operations Assistant | Musco Center for the Arts | May 2021 - May 2023

I supported all Musco Center departments with operational tasks and challenges including, but not limited to the following: Assisted Executive Director on a per project basis; processed and filed invoice payments; facilitated vendor registration; managed University P-Card reconciliation for the Executive Director; submitted purchase orders requests and placed orders; submitted work orders with appropriate campus departments; maintained office supply inventory for all departments; contract processing; project tracking; set-up and break-down equipment for auxiliary building activity; managed all artists hospitality requirements (dressing room assignments, parking, meals, hotels, etc); facilitated 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.

SPECIAL ASSIGNMENT: Acted as a Production Management Assistant where I drafted event cost worksheets, drafted offer letters, drafted final event settlements, maintained Artifax (production software) for crew packets, distributed crew schedules, created new operations forms, and completed data entry for long term production research projects.

Stage Manager | Clinton Area Showboat Theatre | May 2016 - May 2023

I Stage Managed 18 productions and assisted on 7 productions. I was 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 served as a consultant to the Production Staff to support as needed: loading in/striking the rehearsal space and costume shop; acting as a floor manager for company housing; maintaining the company digital callboard; assisting with maintenance orders; coordinating social media takeovers; scheduling exit interviews with the Artistic Director. This was a reoccurring summer engagement, typically from late May through mid August.

Teaching Assistantship | California State University, Irvine | October 2018 - June 2023

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".

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.

OTHER SKILLS

Paperwork Creation; Data Entry; Time Management Skills; Multi Tasker; Cash Handling Experience; Adaptable; Certified Covid-19 Compliance Officer; Conflict Management Training; Anti-Racist Training

INTERESTS

Guest lecturing for advanced Stage Management courses; New Musicals; Crocheting, Fantasy Novels

REFERENCES

Tetta Askeland Production Manager Clinton Area Showboat Theatre	Aaron Thompson Director of Production Musco Center for the Arts	Julie Ornelas Business Administrator Musco Center for the Arts
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