



# 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	Expected June 2021
Bachelor of Arts: Theatre	California State University, Chico	Received May 2016

## AFFILIATIONS

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Actors Equity Association	Member since February 2020
Stage Managers Association	Member since April 2020

## WORK EXPERIENCE

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### Teaching Assistantship | California State University, Irvine | October 2018 - present

I work 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 Stage Management and Auditions Website as well as Editor of the Stage Management Handbook

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

I have worked as an ASM for 5 productions and SM for 10+ productions and have been responsible for standard show tasks including, but not limited to: running rehearsal, distributing notes, creating and maintaining show tracking paperwork, scheduling fittings, and running tech and performances. In addition to these show responsibilities, I serve as a consultant to the Artistic Staff and am responsible for long-term and short-term strategic planning, including: 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, creating and maintaining the company contact sheet, maintaining the company digital callboard, assisting with lobby maintenance/décor, coordinating social media takeovers, and scheduling exit interviews with the Artistic Director.

### 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.

### Assistant Stage Management Intern | Santa Rosa Repertory Theatre | May 2015 - August 2015

I tracked and managed all backstage activity for two stage productions – prop/deck shifts and costume tracking. I held regular production office shifts where I answered the phone, distributed company mail, assisted with weekly newsletter, copied and distributed show material, posted daily work calls, kept office and breakroom clean, and various other office duties. I also ran the company Instagram account for the summer season.

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

I performed a variety of tasks to assist School of the Arts productions and events; painted sets, sculpted specialty props out of paper mache, 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: maintained the events calendar, posted work calls, assigned event crews, trained 5+ student employees, communicated with event coordinators about event needs, and other office tasks as needed.

## RELATED SKILLS

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CPR/First Aid Certified, Covid-19 Compliance Officer, Contact Tracer, Conflict Management Training, Intimacy Training, Board Op and Wardrobe Crew Experience, Scenic Painter, Child Wrangler/Guardian, California License

## REFERENCES

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<b>Don Hill</b> Chair, Department of Drama, UC Irvine (323) 363-5677 donhill@uci.edu	<b>Matthew Teague Miller</b> Co-Chair, Department of Theatre and Music, CSU Chico mteaguemiller@gmail.com	<b>James Kyle Davis</b> Executive Director, Clinton Area Showboat Theatre jamesdavisdesigns@gmail.com
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