

# DENISE D. SAUNDERS THOMPSON

Creative Arts Administrator

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## EDUCATION

<b>Ph.D. (classes)</b>	1999	<i>Dept. Of Human Communication Studies Organizational Communications Howard University Washington, District of Columbia</i>
<b>Master of Fine Arts in Theatre Honors</b>	1994	<i>The Producer's Program School of Theatre, Film, and Television University of California Los Angeles, California</i>
<b>Bachelor of Fine Arts Cum Laude</b>	1992	<i>Theatre Arts Administration Department of Theatre Arts Howard University Washington, District of Columbia</i>
<b>Diploma</b>	1987	<i>General Studies East Catholic High School Manchester, Connecticut</i>

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## TEACHING EXPERIENCE

<b>Professorial Lecturer</b>	2015 – 2017	American University, College of Arts and Sciences, Department of Performing Arts
<b>Lecturer/Instructor</b>	2015 – 1997	Howard University, College of Arts and Sciences, Division of Fine Arts
<b>Graduate Teacher's Assistant</b>	1994 – 1993	University of California, Los Angeles School of Theatre, Film, and Television
<b>Director, Summer Theatre Program</b>	1994	Mississippi Cultural Crossroads Port Gibson, Mississippi

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## TEACHING EXPERIENCE

### Fields of Expertise

- Dance
- Theatre
- Producing
- Arts Administration
- Non-Profit Management
- Production Management
- Stage Management
- Event Planning and Management
- Grant Writing
- Fundraising
- Marketing and Public Relations
- Finance and Budgeting
- Contract Negotiation
- Artist Management and Representation

### Courses Taught

- Theatre Management I, II
- Theatre Arts Administration Lab
  - (Producing, PR/Marketing, Finance/Budget, Box Office, Front-of-House, Usher)
- Fundraising for the Arts
- Entrepreneurship in the Entertainment Industry
- Production Management
- Stage Management
- Theatre History
- Tech Production Lab: Costume
- Drama Internship

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## PROFESSIONAL EXPERIENCE

**2017 – Present**

**President and CEO**

**The International Association of Blacks In Dance, Washington, DC**

*President and Chief Executive Officer* Overall administrative leadership responsibility of the organization including financial operations, development and fundraising, programming, marketing/public relations, conference/festival and general management. Reports to the Board of Directors. Works closely with the founding Directors.

**2016 – Present**

**Executive Director**

**Hinton Battle's DANZEOFF, Washington, DC**

Responsible for all financial aspects and management of the organization and its budget. Produced and coordinated the 1<sup>st</sup> Annual DANZEOFF Dance Convention and Competition. Supervised staff of five along with 25 volunteers.

**2015 – 2017**

**Professorial Lecturer, Arts Management Program**

**American University, Department of Performing Arts, Washington, DC**

*Full-time Faculty Member* for the Department of Performing Arts. Lecture and teach courses on the graduate level in arts management, advising students, supervising graduate capstones, overseeing events and other non-classroom related activities. Serve on committees of the Department and The University.

**2010 – Present**

**Producing Artistic Director**

**Images of Cultural Artistry, Inc., Washington, DC**

*Manage* the producing, exhibiting, and performing artistic events of this non-profit organization, including visual arts displays, musical concerts, dance concerts, and theater productions. Develop and provide training classes for youth adults, and professionals in arts administration.

**1999 – Present**

**President & Chief Executive Officer**

**D.d.Saunders & Associates, Inc., Washington, DC**

*Founder/Chief Executive Officer* of a comprehensive fine arts advisory firm, which offers its clients the full range of arts services in artist management, representation and production. The organization represents established, mid-career, and emerging local, national and international artists.

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## PROFESSIONAL EXPERIENCE

**2015 – 1997**

***Instructor/ Producing Artistic Director/ Production Manager***  
**Howard University, Division of Fine Arts, Washington, DC**

*Program Coordinator* for the Theatre Arts Administration Program, *Interim Coordinator* for the Dance Program and *Production Manager/Producing Artistic Director* for the Department of Theatre Arts' theatrical season of plays and dance programming. Lecture on the subjects of theatre arts, dance, and non-profit management. Serve on numerous committees of the University. Grant writer/fund raiser for Theatre Arts.

**2010 – 2002**

***Manager, Cramton Auditorium***  
**Howard University, Washington, DC**

*Manager* for a 1,500 seat auditorium on the University's Campus with \$750K+ budget. Handle programming, scheduling, booking, budget, staffing of technical, box office, administrative personnel. Coordinate special events on University campus.

**2009 – 2017**

***Chairperson/Executive Director***  
**International Association of Blacks In Dance, Washington, DC**

*Chairperson/Executive Director* providing leadership to the Board of Directors, setting policy, achieving the organization's mission, implementing strategic planning. Chair meetings of the Board and serve as an *ex officio* member of committees. Appoint chairpersons of committees, and help guide and mediate Board actions with respect to organizational priorities and governance concerns. Develop and monitor financial reports of the organization, and play a leading role in fundraising activities.

**2007 – 1997**

***Business Manager***  
**The Malone Group, Inc., Washington, DC**

*Managed* all secretarial and financial aspects of the organization, including the preparation of budgets, fundraising, filing tax forms, etc. Serve in the capacity of Business/Company Manager for the co-production of *Black Nativity* with the John F. Kennedy Center for the Performing Arts.

**2001**

***Gala/Production Coordinator***  
**Alliance Theatre Company, Atlanta, GA**

*Gala/Production Coordinator* for the annual spring gala fundraiser, "Swing With The Stars." Oversaw planning and implementation of fundraising events. Provided on-site coordination for gala activities, which included two celebrity golf tournaments along with any evening of performances. Coordinated PR and advertising campaign. Facilitated communication and planning with volunteers and staff.

**1999 – 1998**

***House Manager***  
**Lincoln Theatre, Washington, DC**

*Responsible* for logistical coordination of all events at the theatre. Supervised and maintained a staff of forty volunteers. Dealt directly with the public on a daily basis while working under pressure.

**1997 – 1996**

***Development Events Manager***  
**Alliance Theatre Company, Atlanta, GA**

*Managed* operations for the Development area, including fundraising, events management, budget functions and calendar maintenance. Assisted the Development Director with enrolling new corporate sponsors through research as well as active solicitation to reach established financial goals. *Coordinator and Production Manager* for the annual spring gala fundraiser, "Laughter and Reflection with Carol Burnett." Oversaw planning and implementation of fundraising events. Maximized the income potential of fundraising and special events for the Alliance Theatre and the Volunteer leadership to generate operating revenue. Met an established financial goal for each event. Provided on-site coordination for events. Coordinated PR and advertising campaigns for all special events. Facilitated communication and planning with volunteers and staff.

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## PROFESSIONAL EXPERIENCE

**1996**

***Ticket Seller***

**1996 Olympic Arts Festival, 1996 Olympics, Atlanta, GA**

Dealt directly with the public on a daily basis while working under pressure. Sold theatre and event tickets by telephone and window. Provided information related to performances, events and the Olympiad and its programs.

**1996**

***Development Associate***

**Alliance Theatre Company, Atlanta, GA**

Supervised development intern. Researched and wrote grants for funding of all areas of the theatre (production, children's theatre, general operating expenses). *Coordinator and Production Manager* for the annual spring gala fundraiser, "A Conversation with Gregory Peck and Friends." Created and managed *The Leadership Circle*, a gift giving program for small businesses.

**1995 – 1994**

***Producer/Managing Director***

**Several Dancers Core, Atlanta, GA**

Responsible for all financial aspects and management of the organization's budget. Produced and coordinated the annual dance festival. Researched and wrote grants for funding of all programming, presentations and initiatives. Supervised staff of three.

**1995 – 1994**

***Box Office Manager***

**Horizon Theatre, Atlanta, GA**

Received cash, credit cards and maintained a daily balance of the number of tickets sold per performance and prepared end of the week close-out for deposit. Trained volunteers for ushering and box office assistant positions. Dealt directly with the general public on a daily basis while working under pressure.

**1995 – 1994**

***Project Coordinator/Atlanta Dance Initiative***

**Several Dancers Core, Atlanta, GA**

Liaison between arts consultants, *Arts Action Research*, and twelve dance organizations during the two-year initiative. Responsible for management of the project budget. Handled all administrative aspects of the dance initiative.

**1994**

***Producer, WHat AbOUt Us? Productions***

**University of California, Los Angeles, CA**

Theatrical producing group based at UCLA, which presented a theatre festival for young people entitled *The Living Drama of Youth*. Handled financial and administrative aspects of the organization. Contacted youth organizations and organized panel of entertainment industry guest speakers.

**1994 – 1993**

***Project Administrator/Young Audiences Program***

**Mark Taper Forum, Los Angeles Music Center, Los Angeles, CA**

Liaison between the Education Programs Director and the Teacher Contacts for each school. Responsible for all administrative aspects of the program. Coordinated arrival of buses to the site, scheduled educational conference meetings and attendance dates for over fifty Los Angeles County and surrounding area schools.

**1994 – 1993**

***Box Office Manager***

**University of California, Los Angeles, CA**

Oversaw operation of four theaters on campus. Received cash, deposited and verified all sales of the front window. Maintained daily balance of the number of tickets sold per performance. Taught graduate and undergraduate students the daily operations of the box office.

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## PROFESSIONAL EXPERIENCE

**1992**

**Box Office Manager  
Shakespeare Theatre, Washington, DC**

Supervised staff of eighteen and responsible for all administrative aspects of the box office. Handled over 4,000 tickets and dealt with the public while working under pressure. Provided information about the "Shakespeare Free For All", the theatre and its programs.

**1992 – 1989**

**Box Office Assistant  
Arena Stage, Washington, DC**

Dealt directly with the public on a daily basis while working under pressure. Sold theatre tickets by telephone and window. Provided information related to performances, the theatre and its programs. Performed data entry on the ArtSoft System.

**1991 – 1992**

**Project Coordinator/Associate Producer  
Howard University's 125th Anniversary Gala, Washington, DC**

Liaison between the Project Director, the principal actors and their agencies. Supervised staff of five and cast of one hundred twenty-five. Duties included group sales, general and production stage management. Responsible for budget, accounting ledger, equipment orders and general information about the project.

**1991**

**Assistant to the Managing Director  
Living Stage Theatre Company, Washington, DC**

Liaison between Arena Stage, Living Stage Managing Director and Board Committee members. Maintained communication with the Assistant to the Director. Performed data entry and administrative support.

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## PRODUCTION EXPERIENCE

**2017 Executive Director, Hinton Battle's DANZEOFF Convention Competition, Washington, DC**

**2016 Producer/Event Manager, Howard University, Ira Aldridge Theater, Washington, DC**

**Stage Manager, Debbie Allen's FREEZE FRAME: STOP THE MADNESS, The Kennedy Center, Eisenhower Theater, Washington, DC**

**Executive Director/Press Representative, Hinton Battle's Soul Dance and BBQ, Dance Place, Washington, DC**

**Producer, SARAFINA!, The Mann Performing Arts Center, Philadelphia, PA**

**2015 Production Director, Katzen Art Walk, American University, Washington, DC**

**Press Representative, Hinton Battle's Soul Dance and BBQ, Edgewood Arts Center, Washington, DC**

**Producing Artistic Director, 2014-2015 Anything Goes, Annual Spring Dance Concert, Howard University, Washington, DC**

**2014 Producing Artistic Director, 2014-2015 Theatre and Dance Season, Spunk, Fall Dance Showcase, Not About Nightingales, Howard University, Washington, DC**

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## PRODUCTION EXPERIENCE

- 2014** *Production Stage Manager*, Debbie Allen's *Brothers of the Knight*, National Tour, Los Angeles, CA, Boston, MA, Philadelphia, PA, Washington, DC, Charlotte, NC
- Production Stage Manager*, Mayor's Arts Awards, DC Commission on the Arts and Humanities, Lisner Auditorium, Washington, DC
- 2013** *Producing Artistic Director*, 2013-2014 Theatre and Dance Season, *Hurt Village*, *Fabulation*, or *the Re-Education of Undine*, *Fall Dance Showcase: Pathways and New Directions*, *The Bubbly Black Girl Sheds Her Chameleon Skin*, *Spring Dance Concert: Hamdan: Through the Gate of Tears*, Howard University, Cramton Auditorium, Washington, DC
- Project Administrator*, 3-Day Dance Intensive, Howard University, Washington, DC
- 2012** *Producing Artistic Director*, 2012-2013 Theatre and Dance Season, *Breath*, *Boom*, *Venus*, *I Too Sing America: The Life and Poetry of Langston Hughes*, *Annual Spring Dance Concert: For the Love of Dance...*, Howard University, Washington, DC
- Stage Manager*, Howard University Homecoming, *Midnight Madness*, *Celebrity Basketball Game*, *International Yard Fest*, *R&B Concert*, *Step Show*, Howard University, Burr Gymnasium, DC Armory Washington, DC
- Project Administrator*, 3-Day Dance Intensive, Howard University, Washington, DC
- 2011** *Producing Artistic Director*, 2011-2012 Theatre and Dance Season, *Miss Evers' Boys*, *For Colored Girls...*, *Fall Dance Showcase: Unleashed*, *Passing Strange*, *Spring Dance Concert: Body Voice: Equilibrium* *Soldier's Play*, Howard University, Washington, DC
- Stage Manager*, Howard University Homecoming, *Midnight Madness*, *Celebrity Basketball Game*, *International Yard Fest*, *R&B Concert*, *Step Show*, Howard University, Burr Gymnasium, DC Armory Washington, DC
- Project Administrator*, 3-Day Dance Intensive, Howard University, Washington, DC
- Venue Manager*, DC Jazz Festival, Ira Aldridge Theater, Washington, DC
- 2010** *Production Stage Manager*, Debbie Allen's *The Hot Chocolate Nutcracker*, UCLA Royce Hall, Los Angeles, CA
- Production Manager*, *A Soldier's Play*, Ira Aldridge Theater; *One-Act Play Festival*, Environmental Theatre Space, *The All Night Strut!*, Ira Aldridge Theater
- Venue Manager*, Howard University Homecoming, Cramton Auditorium, Blackburn Center, Burr Gymnasium, Washington, DC; *New Student Orientation*, Cramton Auditorium, Washington, DC; *Charter Day Convocation*, Cramton Auditorium, Washington, DC
- Stage Manager*, Howard University Homecoming Step Show, DC Armory, Washington, DC
- Project Administrator*, 5-Day Dance Intensive, Howard University, Washington, DC

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## PRODUCTION EXPERIENCE

**2010** *Production Coordinator, Howard University 2010 Commencement, Washington, DC*

**2009** *Production Stage Manager, Debbie Allen's OMAN, Oman!, UCLA Royce Hall, Los Angeles, CA*

*Project Administrator, 5-Day Dance Intensive, Howard University, Washington, DC*

*Venue Manager, MSNBC Town Hall Meeting "About Our Children w/Bill Cosby", Ira Aldridge Theater, Washington, DC; Charter Day Convocation, Cramton Auditorium, Washington, DC; Spike Lee "Refresh The World Symposium", Cramton Auditorium, Washington, DC; Howard University Homecoming, Cramton Auditorium, Washington, DC; Opening Convocation, Cramton Auditorium, Washington, DC; New Student Orientation, Cramton Auditorium, Washington, DC*

*Producer, Howard University 16<sup>th</sup> Presidential Inaugural Jazz Concert, Andrew Rankin Chapel, Washington, DC*

*Production Coordinator, First Lady Michelle Obama Panel Discussion, "Home, Work, Community: The Role of the African American Women As Change Agents", Howard University, School of Business, Washington, DC; Howard University 2009 Commencement, Washington, DC*

**2008** *Production Coordinator, Howard University 2008 Commencement, Washington, DC*

*Project Administrator, 5-Day Dance Intensive, Howard University, Washington, DC*

*Production Stage Manager, Debbie Allen's Brothers of the Knight, Eisenhower Theater Washington, DC and UCLA Freud Playhouse, Los Angeles, CA*

*Venue Manager, CNN Black in America HBCU Tour, Cramton Auditorium, Washington, DC; NBC Town Hall Meeting "Meeting David Wilson", Cramton Auditorium, Washington, DC; Charter Day Convocation, Cramton Auditorium, Washington, DC; Howard University Homecoming, Cramton Auditorium, Washington, DC; Opening Convocation, Cramton Auditorium, Washington, DC; New Student Orientation, Cramton Auditorium, Washington, DC*

**2007** *Production Coordinator, Tavis Smiley All-American Presidential Forum, Cramton Auditorium, Washington, DC; Howard University 2007 Commencement, Washington, DC*

*Venue Manager, Charter Day Convocation, Cramton Auditorium, Washington, DC; Howard University Homecoming, Cramton Auditorium, Washington, DC; Opening Convocation, Cramton Auditorium, Washington, DC*

*Production Stage Manager, Debbie Allen's Alex In Wonderland, Freud Playhouse, Los Angeles, CA and The Terrace Theater, The Kennedy Center, Washington, DC*

*Venue Manager, New Student Orientation, Cramton Auditorium, Washington, DC*

**2006** *Production Manager, Jay-Z, The Jaunt Tour, Howard University, Washington, DC; Dwight Andrews Benefit Concert, Howard University School of Divinity, Washington, DC*

*Project Administrator, 5-Day Dance Intensive, Howard University, Washington, DC*

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## PRODUCTION EXPERIENCE

**2006** *Production Coordinator, Howard University 2006 Commencement, Washington, DC*

*Venue Manager, Charter Day Convocation, Cramton Auditorium, Washington, DC; Howard University Homecoming, Cramton Auditorium, Washington, DC; Opening Convocation, Cramton Auditorium, Washington, DC; New Student Orientation, Cramton Auditorium, Washington, DC*

*Production Manager, Where Eagles, Fly, Lincoln Theatre, Washington, DC*

*Producer, Sweet Honey In the Rock, Howard University Blackburn Center, Washington, DC*

**2005** *Producer, A Tribute to August Wilson, Cramton Auditorium, Washington, DC*

*Project Administrator, 5-Day Dance Intensive, Howard University, Washington, DC*

**2005** *Production Coordinator, Howard University 2005 Commencement, Washington, DC*

*Venue Manager, Charter Day Convocation, Cramton Auditorium, Washington, DC*

*Production Manager, Richard Smallwood in concert, Jericho City of Praise, Landover, MD*

**2004** *Producer, Kevin Liles, Make It Happen Tour, Cramton Auditorium, Washington, DC*

*Venue Manager, Howard University Homecoming, Cramton Auditorium, Washington, DC; Opening Convocation, Cramton Auditorium, Washington, DC; New Student Orientation, Cramton Auditorium, Washington, DC; Charter Day Convocation, Cramton Auditorium, Washington, DC*

*Executive Producer, Wasn't That A Mighty Day, Cramton Auditorium, Washington, DC*

*Production Coordinator, Howard University 2004 Commencement, Washington, DC*

*Production Stage Manager, Debbie Allen's Pepito's Story, Terrace Theater, The Kennedy Center, Washington, DC*

*Project Administrator, 5-Day Dance Intensive, Howard University, Washington, DC*

*Director, A Liberating Prayer: A Love Song for Mumia, Cramton Auditorium, Washington, DC*

*Lighting Designer/Production Stage Manager, Washington Performing Arts Society's Children of the Gospel, Concert Hall, The Kennedy Center, Washington, DC*

*Producer, Lil' Scrappy in concert, Cramton Auditorium, Washington, DC; Ashford & Simpson in concert, Cramton Auditorium, Washington, DC*

*Venue Manager, Howard University Homecoming, Cramton Auditorium, Washington, DC; Opening Convocation, Cramton Auditorium, Washington, DC; New Student Orientation, Cramton Auditorium, Washington, DC*

**2003** *Production Stage Manager, Debbie Allen's Brothers of the Knight, Terrace Theater, The Kennedy Center, Washington, DC*



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## PRODUCTION EXPERIENCE

**2003** **Producer**, *Erykah Badu, Fertile Ground* in concert, Cramton Auditorium, Washington, DC; *Smokey Robinson* in concert, Cramton Auditorium, Washington, DC

**Venue Manager**, *Charter Day Convocation*, Cramton Auditorium, Washington, DC; *Howard University Homecoming*, Cramton Auditorium, Washington, DC; *Opening Convocation*, Cramton Auditorium, Washington, DC

**Director**, *A Liberating Prayer: A Love Song for Mumia*, Environmental Theatre Space, Washington, DC

**Project Administrator**, *5-Day Dance Intensive*, Howard University, Washington, DC

**Production Coordinator**, *Howard University 2003 Commencement*, Washington, DC

**Production Assistant**, *Choral Arts Society of Washington*, Concert Hall, The Kennedy Center, Washington, DC

**2002** **Venue Manager**, *New Student Orientation*, Cramton Auditorium, Washington, DC

**Production Stage Manager**, *Debbie Allen's Pearl*, Terrace Theater, The Kennedy Center, Washington, DC

**Executive Producer**, *Black Nativity*, Cramton Auditorium, Washington, DC

**Production Coordinator/Stage Manager**, *Choral Arts Society of Washington*, Concert Hall, The Kennedy Center, Washington, DC

**Production Manager**, *The Piano Lesson*, Ira Aldridge Theater, Washington, DC; *Before It Hits Home*, Environmental Theatre Space, Washington, DC; *SPUNK*, AFI Theater, ACTCo., Washington, DC; *Timbuktu!*, *Who's Afraid of Virginia Woolf?*, Ira Aldridge Theater, Washington, DC; *The Vagina Monologues*, Environmental Theatre Space, Washington, DC

**Gala Coordinator**, *Swing With The Stars*, Alliance Theatre/Country Club of the South, Alliance Theatre Company, Atlanta, GA

**Project Administrator**, *5-Day Dance Intensive*, Howard University, Washington, DC

**Production/Stage Mgr./Transportation Coordinator**, *AmeriCartes: The Arts of Latin America*, Concert Hall, Millennium Stage, The Kennedy Center, Washington, DC

**Stage Manager**, *American College Theater Festival XXXIII*, *Irene Ryan Awards*, Terrace Theater, The Kennedy Center, Washington, DC

**Event Coordinator**, *Making the Connection: Professional Alum*, Howard University, Wash., DC

**2001** **Production Manager**, *Buffalo Hair*, AFI Theater, ACTCo., Washington, DC; *2000 Voices*, Lincoln Memorial, The Kennedy Center, Washington, DC

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## PRODUCTION EXPERIENCE

- 2001** *Production Assistant*, *The 15<sup>th</sup> Annual Olender Foundation Awards*, Terrace Theater, The Kennedy Center, Washington, DC
- Transportation Coordinator*, *12<sup>th</sup> Anniversary Benefit Concert for Mary's Center*, Warner Theatre, Washington, DC
- Technical Coordinator/Stage Manager*, *Dancing in the Millennium*, Millennium Stage, The Kennedy Center, Washington, DC
- Sound Consultant*, *Leaving the SummerLand*, DC Jewish Community Center, Washington, DC
- 2000** *Stage Manager*, *An Evening with Ray Romano*, Opera House, The Kennedy Center, Washington, DC
- Artistic Consultant*, *Hip Hop Theater Fest 2000*, AFI Theater, The Kennedy Center, Wash., DC; *Fo' My People Productions*, Washington, DC
- Artistic Consultant, Grant Writer/Developer*, *I'm Ready Productions*, Houston, TX
- Production Stage Manager*, *New Visions 2000: One Theater World*, Theater Lab, The Kennedy Center, Washington, DC
- Production Manager*, *Black Broadway*, Ira Aldridge Theater; *Romeo and Juliet*, Ira Aldridge Theater, Howard University and Hartke Theater, Catholic University, Washington, DC
- Stage Manager*, *Harlem*, Theater Lab, The Kennedy Center, Washington, DC; *Debbie Allen's Dreams*, Terrace Theater, The Kennedy Center, Washington, DC; *Island: Arts from Ireland*, A Kennedy Center Festival, AFI Theater, The Kennedy Center, Washington, DC
- 1999** *Artistic Consultant*, *Inkle & Yarico*, Affinity Marketing International LLC, Ira Aldridge Theater, Washington, DC
- Stage Manager*, *Debbie Allen's Soul Possessed*, Eisenhower Theater, The Kennedy Center, Washington, DC
- Production Manager*, *Hieroglypic Grafitti*, *Iola's Letter*, *Rhyme Deferred*, *Bootleg Blues*, Environmental Theatre Space, Washington, DC; *Flyin' West*, *The Shadow Box*, *Tambourines to Glory*, Ira Aldridge Theater, Washington, DC
- 1998** *Production Manager*, *Impassioned Embraces*, *Lady Day at Emerson's Bar and Grill*, *Blues for an Alabama Sky*, Environmental Theatre Space, Washington, DC; *The House of Bernarda Alba*, *Purlie Victorious*, *Ain't Misbehavin'*, Ira Aldridge Theater, Washington, DC
- 1997** *Coordinator and Production Manager*, *Laughter and Reflection with Carol Burnett*, Alliance Theatre Company, Atlanta, Georgia
- 1996** *Coordinator and Production Manager*, *A Conversation with Gregory Peck*, Alliance Theatre Company, Atlanta, Georgia

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## PRODUCTION EXPERIENCE

- 1996** *Venue Manager*, *Having Our Say*, National Black Arts Festival, Atlanta, Georgia
- 1994** *Stage Manager*, *Talking With...*, 14th Street Playhouse, Atlanta, Georgia; *Community Alliance of Stage & Theatre (CAST)*, Cultural Arts Center, Douglasville, Georgia
- 1993** *Stage Manager*, *Latino Theatre Lab*, Mark Taper Forum, Los Angeles, California  
*Production Stage Manager*, *Fate of a Cockroach*, University of California, Los Angeles
- 1992** *Production Stage Manager*, *Howard: The 1st 125 Years*, Cramton Auditorium, Washington, DC  
*Stage Manager*, *Workshop with Phylicia Rashad and Clinton T. Davis*, Ira Aldridge Theater, Washington, DC
- 1991** *Production Manager*, *1991 Theatre Season*, Howard University, Washington, DC  
*Stage Manager*, *To Be Young, Gifted and Black*, Environmental Theatre Space, Wash., DC; *Lord, I'm Coming Home*, Cramton Auditorium, Washington, DC
- 1990** *Stage Manager*, *ACE*, Duke Ellington School of the Arts, Washington, DC  
*Production Stage Manager*, *NADSA: Through the Years* National Association of Dramatic Speech Arts), John F. Kennedy Center for the Performing Arts, Washington, DC
- 1989** *Publicity Director*, *Ceremonies in Dark Old Men*, Ira Aldridge Theater, Washington, DC; *Life Is A Song*, Ira Aldridge Theater, Washington, DC  
*Production/Tour Manager*, *A Soldier's Play*, National Association of Dramatic Speech Arts (NADSA), Miami, FL  
*Stage Manager*, *A Soldier's Play*, Ira Aldridge Theater, Washington, DC
- 1988** *Stage Manager*, *The Colored Museum*, Environmental Theatre Space, Wash., DC; *A Streetcar Named Desire*, Environmental Theatre Space, Washington, DC; *The Noonday Talent Showcase*, Howard University, Washington, DC  
*House Manager*, *Voodoo*, Environmental Theatre Space, Washington, DC  
*Box Office Manager*, *Center for Creative Youth*, Wesleyan Univ., Middletown, CT
- 1987** *Master Electrician*, *Agnes of God*, *Livin' Fat*, Ira Aldridge Theater, Washington, DC

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## COMPETITIVE GRANTS and PHILANTHROPIC GIFTS

- 2018** *Grant awarded by The Andrew W. Mellon Foundation* for Phase II of the Comprehensive Organizational Health Initiative, designed to strengthen the organizational health of small and midsize arts institutions through comprehensive financial analysis and capacity building financial support (\$2,636,000.00)

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## COMPETITIVE GRANTS and PHILANTHROPIC GIFTS

- 2018**      **Grant awarded by The Andrew W. Mellon Foundation** to The International Association of Blacks in Dance for the Comprehensive Organizational Health Initiative, Phase II, designed to strengthen the organizational health of small and midsize arts institutions through comprehensive financial analysis and capacity building financial support (\$2,636,000.00)
- Grant awarded by the National Endowment for the Arts** for the 31<sup>st</sup> Annual International Conference and Festival of Blacks in Dance taking place in Dayton, OH. (\$15,000)
- 2017**      **Grant awarded by The Andrew W. Mellon Foundation** for the Comprehensive Organizational Health Initiative, Phase I, designed to strengthen the organizational health of small and midsize arts institutions through comprehensive financial analysis and capacity building financial support (\$500,000.00)
- Grant awarded by the National Endowment for the Arts** for the 29<sup>th</sup> Annual International Conference and Festival of Blacks in Dance in Dallas, TX. (\$15,000)
- Grant awarded by American Dance Institute** for the 2<sup>nd</sup> Annual Women of Color Ballet Auditions in Denver, CO. (\$10,000)
- 2016**      **Grant awarded by the Doris Duke Charitable Foundation** for the IABD Learning Magnet, co-presented with National Arts Strategies, a series of educational and leadership development experiences to strengthen the field of dance, specifically focused on Black Dance (\$85,000.00)
- Grant awarded by the National Endowment for the Arts** for the 28<sup>th</sup> Annual International Conference and Festival of Blacks in Dance in Denver, CO. (\$10,000)
- Grant awarded by American Dance Institute** for the 1<sup>st</sup> Annual Women of Color Ballet Auditions in Denver, CO. (\$10,000)
- 2014**      **Grant awarded by the Smithsonian Institution, National Museum of African Art** for The Oman Project – Connecting the Gems of the Indian Ocean, to create the ballet “Hamdan: Through the Gate of Tears” (\$250,000.00)
- National Endowment for the Arts** for the 27<sup>th</sup> Annual International Conference and Festival of Blacks in Dance in Dallas, TX. (\$10,000)
- 2013**      **Personal philanthropic gift awarded by Reginald Van Lee** to support the 2013-2014 Theatre and Dance Season for the Department of Theatre Arts (\$25,000.00)
- 2012**      **Personal philanthropic gift awarded by Reginald Van Lee** to support the 2012-2013 Theatre and Dance Season for the Department of Theatre Arts (\$50,000.00)
- 2011**      **Personal philanthropic gift awarded by Reginald Van Lee** to support the 2011-2012 Theatre and Dance Season for the Department of Theatre Arts (\$100,000.00)
- 2010-2009**      **Grant awarded by the Association of Performing Arts Presenters** for the Creative Campus Innovations Grants Program planning grant entitled "Cross Disciplinary Study of the Diversity of African American Voice Through an Artistic Process" (\$7,000.00)

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## COMPETITIVE GRANTS and PHILANTHROPIC GIFTS

- 2001-2000**     **Grant awarded by the St. Paul Companies Foundation, Inc.** for the Howard University/Alliance Theatre Company Internship program (\$25,000.00)
- Grant awarded by the Howard University Faculty Research Grant Program** for the development of the "Fine Arts Walk of Fame" (\$10,000.00)
- 2000-1999**     **Grant awarded by the St. Paul Companies Foundation, Inc.** for the Howard University/Alliance Theatre Company Internship program (\$25,000.00)
- 2000-1999**     **Grant awarded by the Fund for Academic Excellence** for the "Professional Spotlight Series" at Howard University (\$5,000.00).
- 1999-98**        **Grant awarded by the St. Paul Companies Foundation, Inc.** for the Howard University/Alliance Theatre Company Internship program (\$35,000.00)
- Grant awarded by the Fund for Academic Excellence** for the Howard University Repertory Touring Company (\$5,000.00)

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## AWARDS and RECOGNITION

- 2016**            **Outstanding Contributions to an Inclusive Community**, American University, Washington, DC
- 2015**            **Best Documentary**, "Hamdan (Back Stage)", San Diego Black Film Festival, San Diego, CA
- 2011**            **Appreciation Award**, Howard University Homecoming Steering Committee, Wash., DC
- 2010**            **Appreciation Award**, Howard University Homecoming Steering Committee, Wash., DC
- 2009**            **Appreciation Award**, Howard University Homecoming Steering Committee, Wash., DC
- 2008**            **Appreciation Award**, Howard University Homecoming Steering Committee, Wash., DC
- 2007**            **Staff Impact Award**, Phi Beta Sigma Fraternity, Howard University Chapter, Wash., DC
- 2005**            **Certificate of Appreciation**, State Farm Insurance Company, Washington, DC
- 2000**            **Howard Players "Impact" Award**, Howard Players, Department of Theatre Arts, Washington, DC
- 2000**            **Certificate of Appreciation**, Executive Office of the President of the United States, Washington, DC
- 1999-98**        **Distinguished Alumni Award**, Howard University, Department of Theatre Arts, Washington, DC
- 1998**            **Nominated for an Excellence Award** by the Howard University Student Association, Washington, DC

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## STUDENT AWARDS and FELLOWSHIPS

- 1994-93**      **Chancellor's Graduate Opportunity Fellowship** from the University of California, Los Angeles for Graduate study in Theatre
- 1993**            **National Endowment for the Arts, Arts Corps Project Grant** to write, produce, market and direct a play in Port Gibson, Mississippi for six weeks
- 1993-92**      **Graduate Opportunity Fellowship** from the University of California, Los Angeles for Graduate study in Theatre
- 1992**            **Chairman's Award**, Howard University, Washington, DC
- Outstanding Senior**, Howard University, Washington, DC
- 1992, '91**      **All-American Scholar Award**, Howard University, Washington, DC
- 1992, '90, '89, '88, '87**    **Dean's Honor Roll**, Howard University, Washington, DC
- 1991**            **Outstanding Development in Theatre Arts**, Howard University, Washington, DC
- 1989**            **Golden Key Honor Society**, Howard University Chapter, Washington, DC

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## INTERNSHIPS

- 1988**            **Outstanding Sophomore**, Howard University, Washington, DC
- 1988, '87**      **Outstanding Academic Achievement**, Howard University, Washington, DC
- 1987**            **Outstanding Freshman**, Howard University, Washington, DC
- 1993 – 1992**    **Arts Administration, Mark Taper Forum**, Los Angeles, CA  
Assisted the Staff Producer for the Young Audiences Program. Provided administrative support, developed mailing list of area high schools, scheduled open rehearsals for schools attending the curriculum production during the theatrical season.
- 1990**            **Technical Theatre, Harrah's Marina Hotel Casino**, Atlantic City, NJ  
Worked as a Stagehand for the theater. Many duties included striking a show, running a Xenon follow spot, repairing lighting equipment, sound equipment set-up for the Atrium and preparatory measures for shows in the theaters of the casino.
- 1989**            **Marketing, John F. Kennedy Center for the Performing Arts**, Washington, DC  
Responsible for the distribution of The Kennedy Center newspaper to various departments, box offices and subscribed mailings every two months. Worked closely with the Assistant to the Director of Sales and Marketing. Processed the Weekly Sales Summaries and Daily Percentage Capacity Report for Sales. Also compiled mailing lists for area schools and universities.

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## **HIGHLIGHTS and QUALIFICATIONS**

- Internet, Web Design and Webmaster, HTML (Dreamweaver, Wordpress, Customizer)
- Microsoft Office Suite, Microsoft Word, Access, Excel, Power Point, Power Point, Word
- Adobe Suite, Acrobat Pro, Fireworks, Photoshop
- Quicken, QuickBooks
- Navigator Composer, Data Entry, Calendar programs
- Acting, Dancing, Music, Singing, and Visual Arts

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## **PROFESSIONAL AFFILIATIONS**

Actors Equity Association  
*Member*

Arts and Humanities Council of Montgomery  
County Maryland  
*Board of Directors Member*

Dance/USA  
*Board of Trustees Member*

Friends of Theatre and Dance at Howard  
University  
*Founder/Board of Directors Member*

Theatre Communications Group (TCG)  
*Member*

Women of Color in the Arts (WOCA)  
*Member*