

Madelyn Paquette

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WORK EXPERIENCE

- Moxie Arts (formerly THML Theatre Co.),** Managing Producer **October 2017-Present**
- Line producing and general managing readings and full productions in venues across NYC.
 - Planning and executing quarterly Pantsuit Party networking events.
 - Researching, negotiating, and contracting venues for productions, events, and fundraisers.
 - Creating seasonal and production-specific budgets and writing grants.
- The 24 Hour Plays,** Office Administrator **September 2018-Present**
- Assisting with preparation and day-of logistics for *The 24 Hour Plays on Broadway* and *The 24 Hour Musicals*.
 - Overhauling the licensing process to a more systematized form-based process
 - Transitioning financial data to Quickbooks and maintaining company financial records
 - Designing and managing fundraising campaigns
- The Moth,** Production Intern **July-December 2018**
- Lead producing a live storytelling open mic event attended by two hundred people.
 - Assisting with producing approximately six storytelling open mics and curated shows each month in NYC.
 - Setting up ticketing and e-blasts for storytelling shows in twenty-nine cities across the country and internationally.
- The Center at West Park,** Development and Arts Administration Fellow **February 2018-September 2018**
- Executive producing the inaugural Furnace Festival Developmental Residency Series.
 - Managing organization budgets in Quickbooks.
 - Assisting in scheduling and supervising programming rentals.
- New York Musical Festival,** Programming Intern **January 2018-May 2018**
- Assisting with the selection of concert and reading festival programming, writing script and reading coverage for the Producing Artistic Director, and managing correspondence with festival production teams.
- Aaron Grant Theatrical,** General Management/Producing Intern **September 2017-January 2018**
- Running marketing, serving as PA and box office manager, and organizing talkbacks for off-Broadway productions.

SELECTED PRODUCING CREDITS

<i>Furnace Festival 2019</i>	Executive Producer	The Center at West Park
<i>Summer Stalk</i>	Producer	The Duplex
<i>Elevator Heart</i>	Producer	THML Theatre Co./Access Theater
<i>Girl of Glass</i>	Producer	THML Theatre Co.
<i>A Second Birth</i>	Producer	THML Theatre Co./The Center at West Park
<i>The Owl Girl</i>	Producer	THML Theatre Co./The Center at West Park
<i>Salaam Medina: Tales of a Halfghban</i> (reading)	Producer	THML Theatre Co.
<i>God's Necklace</i> (reading)	Producer	THML Theatre Co.
<i>Collective Noun...</i> (reading)	Producer	THML Theatre Co.
<i>The Lighthouse</i> (reading)	Producer	THML Theatre Co.
<i>Where Angels Fear to Tread</i> (reading)	Producer	THML Theatre Co.
<i>Fratti-Newman Political Play Contest</i>	Associate Producer	Castillo Theatre
<i>The Furnace Festival 2018</i>	Executive Producer	The Center at West Park
<i>Pie Shop Play</i>	Co-Producer	The Corkscrew Festival
<i>Trial</i> (dir. Lori Petty)	Co-Producer	American Theatre of Actors
<i>The Shadowlands</i> (reading)	Producer	La MaMa Experimental Theatre Club
<i>The 24 Hour Plays: Nationals</i>	Producer	The New School of Drama
<i>Rumpelstiltskin</i>	Producer	Once Upon a Stage Interactive Children's Theatre
<i>The Girl Who Cried Wolf</i>	Producer	Once Upon a Stage Interactive Children's Theatre

EDUCATION

B.F.A. in Acting with minors in Classics and Religious Studies, University of Miami

- **Awards:** Magna Cum Laude, Outstanding Theatre Graduate, ACC Creativity/Innovation Fellowship

SKILLS

OvationTix, TicketCentral, MailChimp, Wordpress, Quickbooks, Hootsuite, Vectorworks/Lightwright, Microsoft Office, Adobe Creative Suite, G-Suite, GarageBand, Salesforce, Kindful CRM, Airtable, Basic Photoshop