

# NATALIE ONEILL THOMAS

BROOKLYN NEW YORK

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## General Skills

- Spanish - Highly Reading/Writing Proficient
- Spreadsheet/Word Processing Abilities
- Research/Data/Literary Management
- Google Workspace/Sheets
- Shopify
- Q-Lab
- Theater Producing & Fundraising
- 501(c) non-profit organization experience
- CPR
- First Aid Certified

## Experience

**Theater Director**, 07/2026 - 11/2026

**The Tank** - New York, New York

- Led full-staging direction and sound design for production at Tank's 56-seat theater, ensuring cohesive artistic vision.
- Directed and designed sound for full-staging of show at Tank's 56-seat theater, creating immersive experience for viewers.
- Developed narrative and thematic framework for production 'THE LIST' by Eleanor Evans Wickberg, enhancing audience engagement.

**Production Administrator**, 04/2026 - 08/2026

**The Glimmerglass Festival**

- Seasonal Role
- Facilitating Production department accounting and reconciling all purchases/shipping/returns.
- Distributing information to the Production Shops.
- Facilitating independent contractor and designer travel/lodging/shipping arrangements as well as any fees or reimbursements owed.
- Shipping between the contractors and the Production shop.
- Purchasing and distribution of Production Shop supplies.
- Working as the Office Manager for the Production building.
- Leading the organization of Shop Party.
- Facilitating and organizing key and radio distribution.
- Assisting with the preparation for, setup, and breakdown of Seminars and Orientations.
- Assisting with Crew Meals.
- Projects primarily worked on independently with the direction of the Production Manager and the Director of Production for works performed at the 918-seat Alice Busch Opera Theater.

**Theater Director**, 01/2026 - 03/2026

**The Rat** - Brooklyn

- CHIPMUNK'D by Megan Gogerty
- Led direction and sound design for one-woman show starring Heidi Hecker.

**Theater Director**, 12/2025 - 02/2026

**The Rat** - Brooklyn

- THE LIST by Eleanor Evans-Wickberg, starring Grace Bardsley and Sara Rosenthal
- Led direction and sound design for the show

**Program Coordinator/Web Content Generator**, 03/2025 - 02/2026

**Tibet House US**

- Oversee events and programs at Tibet House US.
- Create online postings, eblasts and general marketing for speakers and classes through Shopify.

- Generate and manage Zoom/livestream meetings and event recordings distribution (HD video/Zoom recording).
- Manage program and inventory data through Shopify, including post-event financial reconciliation.
- Operated technical equipment for events, ensuring proper sound and visuals. including microphone and stage set-up, soundboard operation and online audience monitoring.
- Actively assist in curation of the Tibet House audio museum, including material generation and meetings with BloombergConnect.

**Theater Director**, 01/2026 - 02/2026

**Secret Theater** - Queens, New York

- Casted and Directed Mermaid Plays by Tyler Hayes McMahon, starring Sara Rosenthal and Dan Abbes
- Led the show's staging and sound design

**Stage Manager**, 07/2025 - 07/2025

**The Chain Theatre & Lucky Bra Comedy**

- Coordinated all aspects of stage management for Hope Springs Internal, facilitating effective communication among team members.
- Duties included rehearsal coordination, communication between production staff and the theater, contacting potential marketing opportunities, stage marking and props tracking alongside other technical support for the production.

**Director/Producer**, 11/2024 - 07/2025

**Theater for the New City** - New York, USA

- Produced, casted and directed a three-week run of the play Persephone Palmer Steps Out (AEA Showcase Production) by Caitlyn Waltermire at Theater for the New City.
- Employed a production team of ten to oversee a cast of eight in the debut of this new play.
- Featured in Time Out New York, All Arts, and BroadwayWorld.

**Seasonal Administrative Assistant**, 12/2024 - 03/2025

**Goodland Pickleball** - Brooklyn, USA

- Duties included navigating reservations, tracking day-to-day inventory, coordinating league activities, overall technological support with the Podplay software, monitoring activities on the courts, encouraging guests to acquire membership subscriptions, and coordinating communication between guests and owners of the facility.

**Stage Manager & Light Board/Sound Board Operator**, 12/2023 - 04/2024

**Theater for the New City** - New York City, USA

- Acted as stage manager for Until by Elijah Vasquez, directed by Téa Einarsen at Theater for the New City.
- Duties included rehearsal coordination, communication between production staff and the theater, filing and data organization, contacting potential marketing opportunities, and curation of various documents in support of the production.

**Seasonal Assistant Director**, 09/2023 - 11/2023

**Theater for the New City** - New York City, USA

- Organized, managed and prepared various performances and technical volunteers for the annual Village Halloween Costume Ball at Theater for the New City.
- Duties included contacting and scheduling performers, arranging contact lists, delegating festival positions and volunteer timeframes, performing on-site duties for the festival (stage management & tech), supervising the acquisition of permits, and performing social media marketing duties.
- Worked side-by-side with Artistic Director Crystal Field.

**Archival Assistant & Research Coordinator**, 05/2021 - 11/2022

**Lynne Lawner**

- Performed extensive research within Italian and U.S. archives and compiled collected information/translations into essays/syntheses for poet & author Lynne Lawner, contemporary of Sylvia Plath, to be used towards historical and autobiographical purposes for potential national publication(s) & art exhibits.
- Duties included extensive data input with Microsoft Excel, management of publication timeframes, and communicating research developments with author and fellow archival assistants.

**Production Manager, 05/2022 - 09/2022**

**Brian Sullivan**

- Scouted locations for independent film project, duties additionally included reaching out to potential casting; budgeting and connecting sources of funding and grants to the Director/Producer; digital management of production development.

**Literary Research & Selection Coordinator/Company Intern, 01/2020 - 02/2020**

**Curious Theatre Company - Denver, USA**

- Read, reviewed and determined literary quality of professional play/theatrical works submitted to Curious Theatre for inclusion in then-upcoming performance season (2020-2021).
- Coordinated and transported professional playwrights and theater-makers for various projects in the company; assisted with rehearsals for featured performances of *The Secretary* by Kyle Schmidt, including in-person artistic development with the actors and assisting the stage manager.
- Data organization and management.

**Stage Management Intern, 01/2019 - 02/2019**

**The Public Theatre - Lewiston, USA**

- Interned as Assistant Stage Manager for *Human Error* by Eric Pfeffinger at the Public Theatre.
- Required additional company duties, including filing and data organization, scheduling and management, assisting of other departments within the company and transportation as needed by actors/visiting staff.

**Assistant to the Artistic Director/Administrative Assistant, 06/2017 - 06/2018**

**Visionbox Studio - Denver, USA**

- Managed artistic and office administrative duties alongside literary curation and selection of works for performance and/or development.
- Facilitated staff in acquisition of grants and 501(c) funding.
- Role required extensive data entry, contact list curation and facilitation of communication between artistic staff and board members.
- Additional duties included transportation of artists, stage management, assisting production/tech, social media curation and outreach.
- A 501(c) nonprofit organization.

**Administrative Intern/Literary Research Intern, 01/2015 - 12/2017**

**Visionbox Studio - Denver, USA**

- Managed studio library, organized filing and office operations, collaborated on text selection for projects, and coordinated scheduling and transportation logistics.

## **Education**

**05/2021 Bennington College - Bennington, VT**

**BA Theatre Studies, Political Science**

**08/2019 National Theatre Institute - Waterford, CT**

**Theatermakers Acting Intensive**

**12/2016 Syracuse University - Syracuse, NY**

**BA Political Science, Vocal Music**

## **References**

References available upon request.