

541-668-3634**nataliethomas598@gmail.com****General Skills**

Spanish – Highly Reading/Writing Proficient (North/Central American Dialect), Advanced Conversational Comprehension & Speaking Ability

Technical Skills**Spreadsheet/Word Processing**

Abilities – Research/Data/Literary Management (Google Workspace, Asana)

E-commerce and marketing

software – Shopify, Mailchimp, Zeffy

Sound Production (Ableton/Logic Pro/ Similar Softwares)

PR Management/Fundraising/

General Marketing – 501(c) non-profit organization, Visionbox Studio

CPR/First Aid Certified**Education**

Bennington College, Bennington, VT
Graduated; BA in Theatre Studies & Political Science, August 2018 – May 2021

National Theatre Institute, Waterford, CT

Connecticut College, Theatermakers Acting Intensive, June - August 2019

Syracuse University, Syracuse, NY
BA; Political Science & Vocal Music, August - December 2016

Work Experience**Program Coordinator/Web Content Generator; Tibet House US – March 2025 – Present**

Oversee events and programs at Tibet House US. Create online postings, e-blasts and general marketing for speakers and classes through Shopify. Manage program and inventory data through Shopify, including post-event financial reconciliation. Generate and manage Zoom/livestream meetings and event recordings distribution (HD video/Zoom recording). Run tech for events including microphone and stage set-up, sound board operation and online audience monitoring. Actively assist in curation of the Tibet House audio museum, including material generation and meetings with BloombergConnect.

Stage Manager, The Chain Theatre & Lucky Bra Comedy (*Hope Springs Internal*) – July 2025

Acted as stage manager for *Hope Springs Internal* by Eleanor Evans-Wickberg. 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, Theater for the New City (*Persephone Palmer Steps Out*) – November 2024 – July 2025

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 (East Village, New York) from June 19th-July 6th, 2025. 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; Goodland Pickleball; Brooklyn, New York – December 2024 - March 2025

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; Theater for the New City; New York City, New York –December 2023-April 2024

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, Theater for the New City; New York City, New York – September-November 2023

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.

Production Manager, Brian Sullivan– May-September 2022

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.

Assistant to the Artistic Director/Administrative Assistant, Visionbox Studio; Denver, CO – June 2017- June 2018

Administrative Assistant and Assistant to Jennifer McCray Rincon at Visionbox Studio, a 501(c) nonprofit organization. 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.

Internships

Administrative Intern/Literary Research Intern, Visionbox Studio; Denver, CO – 2015-2017

Managed studio library, filing and office management while helping choose texts for use in studio projects alongside scheduling and transportation duties.

Literary Research & Selection Coordinator/Company Intern, Curious Theatre Company; Denver, CO – January-February 2020

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, The Public Theatre; Lewiston, ME —
January-February 2019**

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.

**Archival Assistant & Research Coordinator, Lynne Lawner; Remote –
May 2021 – November 2022**

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.
