

Languages: English, French

Affiliations: ACTRA, CAEA

EDUCATION

- 2001 – 2003 Graduate Diploma in Communications Studies
Concordia University, Montreal
- 1997 - 2000 Bachelor of Fine Arts in Theatre Performance (*with distinction*)
Concordia University, Faculty of Fine Arts, Montreal
- 1995 – 1997 Diplôme d'Études Collégiales, Creative Arts
John Abbott College, Ste. Anne-de-Bellevue

WORK

- 2004 – 2008 **Associate Producer**
(seasonal) Just For Laughs Film Festival / Festival du Film de Juste pour rire
- Coordinated with internal departments, suppliers, partners, and sponsors to deliver a 10-day, bilingual international film festival in 2004, 2005, 2007 and 2008.
 - Hired and managed a staff of venue coordinators, event photographer, assistant and interns.
 - Served as contact point for hundreds of independent and short filmmakers from around the world.
 - Represented Just For Laughs at various local, national and international film and comedy events including the *Edinburgh Fringe, Toronto International Film Festival, Prends ça court.*
 - Researched programming opportunities and collated data on industry activity as it pertained to developing new initiatives and building relationships in the film community.
 - Attended to needs of visiting guests, including Hollywood and French stars and international members of filmmaking industry and greater film community.
 - Responsible for collecting all programming specific materials for the creation of marketing tools.
 - In charge of film traffic for 130+ short films and features; venue production needs; securing governmental permits and coordinating event on-sales.
 - Assisted Festival Producers with various live events such as *South Park Live* and *Apatow for Destruction.*
- 2005 – 2008 **Production Manager**
(seasonal) Youtheatre Inc
- Responsible for ensuring standard stage management duties were fulfilled in accordance with union guidelines. (*CAEA, Uda*)
 - Key liaison between creative teams and management during the development, creation and touring of theatre-for-young-audiences productions in both school touring and theatre engagements.
 - Participated in the creative development of original productions, including collective creations involving several artistic and technical collaborators.
 - Oversaw creation of new video and sound content for theatre projects.
 - Organised shipping and personnel logistics for Canadian, US and UK touring projects.
 - Prepared and managed project budgets.
 - Developed relationships within the theatre-for-young-audiences community.
 - Solved on-site technical challenges in a variety of venues from theatres to schools across the province of Quebec, Canada and internationally.
- 2000 – 2003 **Operations Coordinator**
(seasonal) Just For Laughs Festival, Live and Touring divisions
- Created the position of Ticketing Coordinator by becoming liaison between Just For Laughs producers, sales outlets and Festival venues.
 - Developed and implemented a ticket report system for synthesizing varied sales information into a coherent report for producers.
 - Prepared and analysed daily sales reports to facilitate producers' marketing decisions.
 - Coordinated on-sale procedure and all talent logistics (air and ground) for inaugural Canadian Comedy Tour (2001), and acted as point of contact for venues in markets across Canada.

2000 – 2004 Image Research & Design

(contract) Realisations Inc.

- Identified the creative requirements of designers, architects and investors to deliver images used in worldwide applications.
- Tasked with developing image content for display on plasma-screen televisions embedded in the champagne bar of the *Tabù* Lounge and text based LED visuals for the *Rouge* bar lounge, both at the MGM Grand in Las Vegas.
- Developed competencies with various methods of online and archival resources and research techniques.

1999 – 2002 Co-Founder / Production Manager

The November Company, Montreal

- Planned and managed fundraising events leading the creation of a theatre company responsible for the creation of new theatre productions.
- Prepared grant applications; government filings; marketing plans and company budgets.
- Participated with other members of the creative teams in the development and production of new theatrical works.

ADDITIONAL WORK EXPERIENCE

2002 – current Stage Manager

(contract – CAEA, Uda) Various Companies

- Traveled throughout Quebec, Eastern and Central Canada, the North Western United States, Wales and England as the stage manager for touring productions in English and French.
- Companies worked for include Youtheatre, Inc., Theatre Lac Brome, Manitoba Theatre for Young People, Creations Diving Horse.
- List of productions available upon request.

1996 – 2006 Actor

(contract – ACTRA) Various Film, Television and Theatre Productions

- Familiarity with and respect for the creative aspects of film, television and theatrical production.
- List of productions available upon request.

COMPUTER SKILLS

PC and Mac; Microsoft Office Suite (Word, Excel, Outlook, et al.); Adobe Creative Suite (Photoshop, Illustrator, Dreamweaver).

Some HTML experience.

Familiarity with various show running software (QLab, Arkaos etc.)

INTERESTS

Photography, travel, skiing, hiking, cinema, theatre.

References available upon request.