



Sarah Lillian Brownstein

New York, NY • sarahlillian.sm@gmail.com • (443)545-4344 • www.sarahlilliansm.com

Work Experience	<p>Production Manager, Allsorts Inc. 2024 - Present</p> <ul style="list-style-type: none"> Working in collaboration with ABC News to support the construction of new studios and large news events, including the 2024 Presidential Debate. Responsibilities include budget management, compiling equipment inventory, order tracking and maintenance, and communicating and coordinating between departments and affiliated companies.
	<p>Freelance Stage Manager 2022 - Present</p> <ul style="list-style-type: none"> Responsibilities include keeping scripts updated during development periods, and communicating between all tech departments and producers. Calling all performances, keeping track of all moving scenic and properties elements, writing and distributing daily schedules and reports, and running rehearsals.
	<p>Freelance Intimacy Director and Coordinator 2024 - Present</p> <ul style="list-style-type: none"> Choreographing scenes that involve intimate physical contact, creating culture of consent, advocating for actors, and ensuring a level of comfort throughout the process.
	<p>Professional Apprentice Program, Stage Management Focus, The Juilliard School 2023 – 2024</p> <ul style="list-style-type: none"> Responsibilities include assisting with the stage management duties of events and productions throughout the school. Serving as Production Stage Manager, Calling Stag Manager, and assistant Stage Manager for theatre, dance, and opera, and working with Production Shops, Special Events, and the Concert Office.
	<p>Venues Assistant Stage Manager, Tribeca Film Festival 2024</p> <ul style="list-style-type: none"> Ensures the excellence of all events occurring within SVA, VEC, and AMC during the Tribeca Festival. Provides production assistance for all theatre functions (panels, Q&As, performances, award shows, etc) across multiplexes during the Tribeca Festival.
	<p>Stage Manager, Mercury Store 2022 - 2023</p> <ul style="list-style-type: none"> Coordinated schedules and communication between artists. Supported artists in the room as needed, created and adhered to a daily schedule, and wrote daily reports. Ensured Mercury Store facility guidelines, anticipated any potential issues or conflicts, and interfaced with Production Manager on day-of needs as they come up.
	<p>Festival Stage Manager/Venue Coordinator, Theatre for the New City, Dream Up Festival 2022</p> <ul style="list-style-type: none"> Acted as a liaison between house manager, production stage managers, technical directors, props and set departments, and producers. Made sure that all productions involved in the festival follow venue guidelines and are all ready and present during their assigned slots.
	<p>Production/Stage Management Apprentice, Perseverance Theatre 2021 - 2022</p> <ul style="list-style-type: none"> Assistant stage managed all mainstage productions. assisting with office admin, company management, and box office responsibilities. Prepared production paperwork, researched for and worked alongside tech departments. Assisted with office admin, company management, and box office responsibilities.
	<p>Producer, Downstage Theater Company 2019 - 2020</p> <ul style="list-style-type: none"> Co-head of the company management and production/technical departments. Helped to create the season schedule and budget. Acted as line producer on two larger productions, and produced a number of community events.
	<p>Artistic/Admin/Stage Management Intern, Chester Theatre Company 2019</p> <ul style="list-style-type: none"> Helped with customer service duties, organized files, and updated company blog and website. Assistant stage managed two productions over the course of the 2019 season.
<p>Theatre Management Intern, The Paper Bag Players 2018</p> <ul style="list-style-type: none"> Supported sales and marketing departments, organized files, produced lists, researched and collected data, and sent out mailings to inform local schools about the 60th anniversary show. 	
<p>Social Media Intern, Poetry Society of New York 2018</p> <ul style="list-style-type: none"> Developed and maintained social media profiles and platforms to promote the New York City Poetry Festival 2018. 	
<p>Legal Intern, Law Offices of Naiman & Naiman 2015 - 2016</p> <ul style="list-style-type: none"> Researched, opened and closed cases, and supported the development of legal briefs. 	
Education	<p>Sarah Lawrence College 2021</p> <ul style="list-style-type: none"> Bachelor of the Arts, Liberal Arts with a concentration in theatre management/production and literature.
	<p>Intimacy Directors and Coordinators, Inc. 2023 - Present</p> <ul style="list-style-type: none"> Currently in the process of gaining certification in intimacy direction for stage and film.
	<p>Class Afloat, West Island College International, Acadia University 2016 - 2017</p> <ul style="list-style-type: none"> Learned to sail upon tall ship, <i>Gulden Leeuw</i>, approximately 20,000 nautical miles in the Atlantic Ocean. Worked as a deck hand, adjusted rigging, supported work in the galley, and helped to maintain ship.
Awards	<p>The Greta Minsky Prize for Stage Management 2021</p> <ul style="list-style-type: none"> Awarded to a person in possession of a kind and generous spirit, a great collaborator and leader, and overall, an excellent stage manager.
Skills	<ul style="list-style-type: none"> Project coordination, Research, and Communication Microsoft and Google Suites OSHA-10 Social Media Platforms Q-Lab, and sound/light board operation CPR and First Aid certified



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