

Lauren Bloom Hanover

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EDUCATOR • PRODUCER • ADMINISTRATOR

EXPERIENCE

Profile Theatre, 2013-Present

Associate Artistic Director, February 2017-Present

Interim Artistic Director, 2016-February, 2017

Director of Education and Community Engagement, 2013-2015

Producing/Season Planning

- Planned and coordinated the 2017 season in collaboration with artistic, financial and community stakeholders
- Served as line producer for multiple main stage productions across different seasons, overseeing the hiring, contracting and coordination of production teams, ensuring that projects proceeded as planned, on time and on budget
- Attended rehearsals, production meetings, tech rehearsals and previews to provide support to the team, and to give feedback as needed or requested
- Served as casting director for the 2017 and 2018-19 season

Personnel Management

- Managed staff of up to 4 Full Time Employees, 3 Part Time Employees, 20-30 seasonal employees and 25+ independent contractors annually
- Scouted artists in the community to identify future hires in directing, design, performance, stage management and education
- Interviewed, hired, trained, and reviewed as needed, all employees and contractors including members of the production teams, teaching artists and interns
- Worked with the Managing Director to negotiate the annual agreement with Actors' Equity Association as. Profile completed its transition from an Umbrella contract to an SPT-2 contract

Budgeting

- Partnered with the Managing Director to manage the annual operating budget (\$500,000-\$550,000) and daily cash flow
- Generated budgets for multiple departments, projects & special events, including the 2016 and 2017 production budgets and the 2013-2016 education department budgets

Program Development

- Developed, coordinated and organized Profile's "In Dialogue" program - a comprehensive audience engagement program that includes a curated staged reading series, pre and post show events for each main stage production, as well as multiple community events throughout each season.
- Created and managed the Education Department, designing and developing services based on the mission of the organization
- Developed and implemented the individual donor program, creating and coordinating new opportunities for engagement between artists and patrons

Community Engagement, Diversity and Inclusion

- Provided internal monitoring of hiring practices and programmatic choices, aimed at ensuring inclusivity and access in both.

- Collaborated with the former Artistic Director to develop and implement a three year Diversity and Inclusion Initiative in which the company would feature the work of female playwrights and/or playwrights of color for a three year period
- Developed, recruited for and collaborated with Profile's Community Council, a group of individuals carefully selected to support the company in its efforts to engage and serve more marginalized members of the community with our work

Public Relations, Marketing and Development

- Conceptualized, planned, organized and executed multiple events including fundraisers, donor cultivation events and community programs
- Collaborated with the marketing department on the development and proofing of season and production specific materials and communications, both printed and digital
- Served as the face of the organization in the community, with the press, and at public events

San Francisco Shakespeare Festival, 2011-2013 **Education Program Manager**

Program Development/Project Management

- Conceived of and developed new programmatic models reflecting the organization's mission and aesthetic, creating a new way for the organization to reach and serve the community
- Implemented, administered and managed the new models, expanding the organization's offerings and reaching more students, while also generating a new revenue stream
- Negotiated partner agreements and customized programs to fit the goals and resources of each partner
- Created and managed the budgets for each partner agreement

Personnel Management

- Identified, recruited and contracted appropriate teaching artists for each program
- Briefed each teaching artist on the specifics of their program, from goals, curriculum and structure to budget, scheduling and location

Lauren Bloom Massage, 2010-2013 **Founder/Owner**

- Developed all aspects of the business including aesthetic, mission statement, branding, company profile and marketing campaign
- Provided a strong customer experience to over 150 clients annually, advising on wellness regimes, and conducting bodywork sessions.

Kara Creations Ltd., 2007-2010 **Executive Assistant**

- Supervised inventory and managed stock for high-end custom jewelry designer
- Designed displays and familiarized clients with the company's line of products
- Generated monthly profit/loss reports; analyzed avenues to maximize profit and increase sales (approximately \$800,000 annually)
- Responsible for vendor invoicing, as well as accounts receivable and payable transactions

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SKILLS

Proficient in Microsoft Office Suite and comparable iWork programs; Google Drive and associated word processing and spreadsheet apps; Salesforce and Patron Manager; Emma; WordPress; iMovie, Audacity, and Social Media platforms.

EDUCATION

Master of Fine Arts	Alabama Shakespeare Festival/University Alabama	2004-2006
Bachelor in Theatre	Wesleyan University (Middletown, CT)	1997-2001

Acting Resume, References and Teaching CV available upon request.