

BRAD RAIMONDO, Arts Administrator

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ASSOCIATE ARTISTIC DIRECTOR, The Hangar Theatre, Ithaca, NY

January 2016 –

- Assisted Artistic Director in producing Mainstage season - attending rehearsals, design and production meetings, and technical rehearsals as needed
- Produced “Kiddstuff” season of plays for young audiences (under supervision of Artistic Director) and mentored Directing Fellows in producing second stage “Wedge” season
- Recruited, interviewed, and selected 2016 summer Lab Company of 25 college age artists
- Spearheaded successful effort to significantly increase diversity of Lab Company participants compared to previous summers
- Generated/coordinated application, registration, financial aid, and other Lab Company paperwork
- Delivered pre-performance curtain speeches, opening remarks at artist welcome dinners, first-day-of-rehearsal speeches, and other official remarks on behalf of Artistic Director
- Directed NextGeneration musical featuring 51 young performers ages 8-14
- Produced, filmed, and edited series of short “Inside the Hangar” videos for Marketing & Outreach Department

TEACHING ARTIST, The New Victory Theater, NYC

September 2007 –

Collaborative curriculum development & workshop facilitation for NYC public school students in grades K-12 based around New Victory’s multi-arts season.

DRAMA LEAGUE CLASSICAL DIRECTING FELLOW, Shakespeare & Company, Lenox, MA Summer 2015

- Assisted director Daniela Varon on first American production of Lolita Chakrabarti’s *Red Velvet*, starring John Douglas Thompson
- Participated in weeklong teacher training workshop with award-winning S&Co Education department

ASSOCIATE PRODUCER, Festival 56, Princeton, IL

Summer 2014

- Oversaw day-to-day operations, including leading daily Department Heads’ meetings for mid-sized summer theater
- Managed cash flow and monitored budgets & technical needs for four simultaneous productions in three separate venues
- Ensured clear internal communication among 30+ company members regarding daily scheduling, space usage & workflow

FREELANCE DIRECTOR (Full directing resume available upon request)

January 2009 –

- 20+ directing credits at universities, NYC independent, regional, & stock theaters
- Assistant director on multiple regional & Off-Broadway productions
- Specialist in new play development & playwright/director collaboration

PRODUCING ARTISTIC DIRECTOR, The Dreamscape Theatre, NYC

August 2002 –

- Chief administrator of independent 501(c)(3) non-profit theater company with 18 full productions and 14 workshops to date
- Managing project budgets up to \$60,000 and seasonal staffs of 30+ performers, technicians & independent contractors
- Significant fundraising responsibilities, including writing solicitations and successful grant applications to organizations including: Lower Manhattan Cultural Council, Puffin Foundation, Buck Family Foundation & Arnhold Foundation

COORDINATOR, The New York City Arts in Education Roundtable, NYC

August 2008 – June 2010

- Oversaw annual operating budget & monthly finances for a network of arts in education institutions with 120+ member organizations
- Drafted press releases & maintained daily communications with members, supporters and other constituents
- Assisted Roundtable administration in budgeting & planning and coordinated all day-of details for monthly seminars and annual Face to Face Conference with 500+ estimated attendees
- Arranged schedules, accommodations, travel & payment for VIP guest speakers

COMPANY MANAGER – “Black Nativity,” The New 42nd Street, NYC

November 2007 – January 2008

- Served as liaison between producing organization and presenting venue for limited run Off-Broadway production
- Responsible for quick-response troubleshooting and maintaining smooth day-to-day operations of the production
- Interfaced with Marketing, P.R., Front of House, Stage Management and Operations Departments to ensure clear and timely communication
- Oversaw special events, including opening night reception

EDUCATION

MFA IN DIRECTING, The New School for Drama

September 2010 – May 2013

MA: THEATER EDUCATION, NYU: Steinhardt School

January 2006 – May 2007

BFA: DRAMA, NYU: Tisch School of the Arts/Playwrights Horizons Theater School

September 2000 – January 2004

REFERENCES

Michael Barakiva, Artistic Director, The Hangar Theatre, Ithaca, NY

michael@hangartheatre.org / (646) 246-3668

Gabriel Stelian-Shanks, Executive Artistic Director, The Drama League, NY

gshanks@dramaleague.org / (212) 244-9494

Daniela Varon, Director

dwvaron@earthlink.net / (917) 734-9946