

# EMILY VAUGHN STARK

www.emilyvaughnstark.com  
emilyitvstark@gmail.com

## EXPERIENCE

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### **Boston University Theatre**

Production Manager

**Boston, MA**

September 2016- Present

- Maintains and tracks production budgets and calendars.
- Organizes and run designs and production meetings.

### **La Jolla Playhouse**

Production Management Intern

**San Diego, CA**

September 2018 -December 2018

- Assist in drafting and executing LORT-USA designer and other production related contracts.
- Provide production support for rehearsal, tech, and performance as needed.
- Acted as primary Production Department contact for Special Event.

### **Huntington Theatre Co.**

Production Associate

**Boston, MA**

September 2016- May 2017

- Responsible for maintaining Production Files and Databases.
- Maintained the calendar of rehearsal and performance spaces.
- Created and distribute the production departments' weekly budget updates using ACCPAC.
- Researched and create production evaluations for future Seasons.

### **South Coast Repertory**

Ticket Sales Assistant

**Costa Mesa, CA**

November 2015- August 2016

- Managed daily finances including balancing cash register and electronic payments with Tessitura.
- Cultivated and maintained patron services by answering and returning phone calls, emails, etc.

### **Starbucks Coffee Company**

Shift Supervisor and Barista Trainer

**Greater Los Angeles Area**

July 2013- August 2016

- Consistent performance in high volume, high profile locations.
- Organized new partner training.
- Managed store operations, included but not limited to financial management, product orders, building maintenance, and the distribution and editing of weekly schedules.

### **Cal State San Bernardino Theatre Department**

Assistant Box Office Manager

**San Bernardino, CA**

September 2012 - December 2013

- Coordinated events with venues, vendors, associated departments, and guest artists.
- Hired, trained, and organized employees and volunteers for events.
- Facilitated design production and distribution of publicity materials.

### **Ronald Barnes Theatre**

Stage Manager

**San Bernardino, CA**

September 2010- December 2012

- Trained and managed over 100 employees and volunteers.
- Organized internal communications (meetings, phone calls, emails, etc.).

## EDUCATION

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### **Boston University, College of Fine Arts**

2019

Master of Fine Arts Candidate in Production Management

### **Boston University, Metropolitan College**

2018

Graduate Certificate in Arts Administration

### **Cal State University of San Bernardino, College of Arts and Letters**

2013

Bachelor of Arts in Theatre Arts with Focus in Technical and Design, Emphasis in Stage Management (Cum Laude)