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# Emily Vaughn Stark

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## EXPERIENCE

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**Production Manager**, October 2016- May 2019

<i>The Cunning Little Vixen</i>	BU Opera Institute	2019
<i>Antigone</i>	Booth Theatre	2018
<i>Albert Herring</i>	BU Opera Institute	2017-2018
<i>Fringe Festival 2017</i>	Boston University Studio One	2017
<i>Much Ado About Nothing</i>	Boston University Theatre	2016-2017

### **St Mary's College of California**

**Moraga, CA**

Production Manager, Music Program August 2023 - Current

- Provides performance and stage management for music program concerts, events, and recitals.
- Coordinate live sound engineering with sound engineer for all performance activity.
- Schedule and maintain rehearsal venues and equipment required by facility and invited artists.
- Manage and execute design and technical needs, such as lighting, projection, and live-streaming.

### **La Jolla Playhouse**

**San Diego, CA**

Assistant Production Manager, WOW Festival May 2019 - October 2019

- Liaised with local and international artists for artistic, travel, and contractual logistics.
- Created, managed, and distributed calendars for 16 companies, venues, and performances.
- Coordinated rental negotiations, contracts, and permits for a multitude of vendors and venues.
- Contracted and managed a team of 8 Venue Managers and over 100 volunteers.

### **Huntington Theatre Company**

**Boston, MA**

Production Associate September 2016 - May 2017

- Tracked and distributed the Production expense tracking reports.
- Maintained the calendar for rehearsal and performance venues.
- Researched and created production evaluations for the development of future seasons.
- Maintained the upkeep and organization of production files and databases.

## RELATED EXPERIENCE

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### **La Jolla Playhouse**

**San Diego, CA**

Production Management Intern September 2018 - December 2018

- Provided production support for Main Stage rehearsals, tech, previews, and performances.
- Drafted and executed contracts for LORT-USA designers and other production related positions.
- Created and maintained Safety Analysis Reports for each Main Stage production.
- Acted as Production Department point person for staged readings including managing expenses, labor, calendars, and technical addendums.

### **Berkeley Repertory Theatre**

**Berkeley, CA**

Ambassador, Ground Floor Summer Residency Lab June 2017 - July 2017

- Managed rehearsal and facilitated writing process for guest artist's community reading.
- Coordinated between visiting theatre artists, Berkeley Rep staff, and the Berkeley community.

## EDUCATION

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

2020

Master of Fine Arts 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)