

# Erin Solemsaas

## Production Manager

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(701) 471-4847

www.erinsolemsaas.com

### SELECTED EXPERIENCE

#### Director of Production

2015 - Present

Rose Theater - Omaha, NE

- Develop and maintain the production budget for this non-profit theater's \$4 million operating budget
- Generate production schedules for a 10-month, 11-show season for two performance venues in addition to coordinating technical elements for rentals and various education productions, camps, and tours
- Recruit and hire all designers, apprentices, and contract production employees in addition to managing nine full-time production staff members
- Analyze designs for feasibility, particularly assessing priorities to ensure that production elements are completed on-time and under-budget while coaching the production team through any challenges that arise
- Participate in strategic planning including expansion of the apprentice program and improvements in production quality, as well as the renovation of a black box theater, a half million dollar lighting upgrade, and the opening of a new education studio

#### Assistant Production Manager

2014-2015

ZACH Theatre - Austin, TX

- Assisted with budget and season planning for a 17-show season as part of this non-theatre's \$7.9 million operating budget
- Coordinated and oversaw production schedules including maintaining calendars for for three venues and two rehearsal spaces
- Prepared and executed all production contracts as well as recruited and negotiated with designers for the Education Program productions
- Maintained regular communication between all areas of production
- Provided additional production support as needed including obtaining music rights, advancing special events, and arranging flights, housing, and catering

#### Safety Coordinator

2013-2014

The Santa Fe Opera - Santa Fe, NM

- Devised and enforced safety programs and procedures
- Managed a budget of \$25,000 for campus-wide safety supplies
- Oversaw accident reports and worker's compensation insurance for a staff of over 700
- Initiated a maintenance schedule for all safety equipment

#### Technical Director - *Monster Under the Bed*

2012

Florida State University - Tallahassee, FL

- Managed a \$2,400 scenic budget for a 490-seat proscenium production
- Implemented construction drawings, material orders, weekly shop calendars, and load-in/out plans
- Tracked build materials, collected receipts, and documented the money

### RELATED SKILLS

CPR/First Aid certified  
Proficient in OSHA reg.  
Competent in fall protection  
Basic Accounting  
Quicken / Sage MAS 90  
Virtual Callboard  
Type 60+ WPM  
Microsoft Office  
AutoCAD  
Experience with AEA, USA, &  
SDC contracts  
Event Management  
Read music & play flute/oboe  
Intermediate French fluency

### EDUCATION

Florida State University  
M.F.A. Technical Production  
  
North Dakota State University  
B.A. Theatre Arts (design/tech)

### REFERENCES

Paul Flint  
Director of Production  
ZACH Theatre  
  
Robert Coleman  
Program Director  
MFA Technical Production  
Florida State University  
  
Tracy Armagost  
Production & Recruiting Coordinator  
The Santa Fe Opera  
  
Carrie Wintersteen  
Executive Director  
Theatre B