

# Erin Solemsaas

Production Manager

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(701) 471-4847

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## SELECTED EXPERIENCE

**Assistant Production Manager** 2014 - Present  
ZACH Theatre - Austin, TX

- Assist with budget and season planning for a 17-show season as part of this non-profit theatre's \$7.9 million operating budget
- Coordinate and oversee production schedules including maintaining calendars for three venues and two rehearsal spaces
- Prepare and execute all production contracts as well as recruit and negotiate designers for the Education Program productions
- Maintain regular communication between all areas of production
- Provide 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

- Created and directed 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 600
- Initiated a maintenance schedule for all safety equipment and set goals for improving safety within the organization

**Technical Director** *Monster Under the Bed* - 2012  
Florida State University - Tallahassee, FL

- Managed a \$2400 scenic budget for a 490-seat proscenium theatre production
- Created construction drawings, material orders, weekly shop calendars, and load-in/out plans
- Tracked build materials, collected receipts, and documented the money spent in order to remain under budget
- Oversaw a build crew of seven including one assistant

**Production Manager** 2010-2011  
Theatre B - Fargo, ND

- Hired, trained, and supervised staff and volunteers including 13 high school students at this small nonprofit
- Established and managed the technical deadlines along with a \$6500 budget for a five show season in a 71-seat venue
- Ensured the quality of the productions and expanded publicity resulting in increased ticket sales and a \$14,000 increase in profit

## RELATED SKILLS

CPR/First Aid certified  
Knowledgeable in OSHA reg.  
Competent in fall protection  
Microsoft Office  
Basic Accounting  
Type 60+ WPM  
AutoCAD  
Carpentry/sewing  
Scenic Painting  
Read music & play flute/oboe  
Intermediate French fluency

## EDUCATION

Florida State University  
M.F.A. Technical Production  
May 2014

North Dakota State University  
B.A. Theatre Arts (design/tech)  
May 2008

## REFERENCES

Robert Coleman  
Program Director  
MFA Technical Production  
Florida State University  
(850) 212-3202  
rcoleman@fsu.edu

Tracy Armagost  
Assistant to Production Director  
The Santa Fe Opera  
(505) 986-5973  
tarmagost@santafeopera.org

Carrie Wintersteen  
Executive Director  
Theatre B  
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