

# Erin M. Solemsaas

## Performing Arts Manager

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### SELECT PROFESSIONAL EXPERIENCE

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#### **Production Manager** 2021-Present

PCPA - Pacific Conservatory Theatre - Santa Maria, CA

- Oversee the day-to-day operations of the production department and participates in strategic planning of capital improvements, programming options, and employee engagement and retention.
- Prepare annual production budgets and schedules, including the development of department/show budgets, recruitment/scholarship planning and tracking, and show/event calendars.
- Direct recruitment, orientation/onboarding, and general human resource management of the Production Department personnel which includes 12 faculty members and 9 additional staff members.
- Coordinate the maintenance of safe physical work spaces and develop training recommendations for staff and students, including procedures for backstage safety during Covid and accident reporting.
- Manage operations and communication with Allan Hancock College regarding facilities and equipment for four separate campus buildings, and coordinate with Solvang Theatrefest in regard to their outdoor space.
- Represent PCPA at regional and national theatre conferences and serve as production/facilities liaison with external organizations and partners.
- Plan and lead weekly production and staff meetings, and maintain efficient communication between production, conservatory, and business offices.
- Oversee PCPA's compliance with AEA/URTA Agreement in conjunction with the Managing Director.
- Coordinate logistics with construction teams, Allan Hancock College, and Solvang Theatrefest for capital building projects, including renovations of the Solvang Festival Theatre and the main theatre sound system, and the building of a new shop, while maintaining the ability to still produce shows in three performance spaces.

#### **Director of Production** 2015-2021

The Rose Theater - Omaha, NE

- Developed and maintained production schedules and budgets for a 10-month, 11-show mainstage season, prioritizing programming requirements.
- Coordinated and executed production requirements for all shows, rentals, and select education productions, camps, and tours throughout the year.
- Recruited, hired, trained, and managed all designers, apprentices, and contract production employees in addition to leading nine full-time production staff members.
- Developed company safety manual and led annual production safety training sessions.
- Established operational procedures for improving collaboration between the education and production departments resulting in increased support for educational programming and a positive work environment.
- Expanded Apprentice Program by broadening recruitment efforts and providing more mentoring and hands-on experiences, resulting in three apprentices transitioning to full-time production staff members.
- Led space/equipment maintenance and expansion efforts; facilitated a \$500,000 rigging and lighting upgrade, new projection system, renovation of a black box theater, and the opening of a new education studio.
- Expanded engagement with the community by marketing auditions to a wider audience group, streamlining audition procedures, and increasing communication to the public about the audition process which resulted in a 90% increase in people attending auditions and a reduction in the amount of time required of the staff.
- Developed and implemented strategies to meet DEIA goals, such as creating new audition processes to expand accessibility for artists, bringing in new designers from marginalized communities each year, and expanding microphone and makeup options for a variety of skin colors.

**Assistant Production Manager**

2014-2015

ZACH Theatre - Austin, TX

- Coordinated and oversaw production schedules including maintaining calendars for three venues and two rehearsal spaces.
- Prepared and executed all production contracts as well as engaged designers for Education productions.
- Assisted with budget maintenance and season planning for a 17-show season as part of the non-profit's \$7.9 million operating budget.
- Guided the company through a change in scheduling software and expanded communication about the season and event calendars.
- Provided additional production support as needed including obtaining music rights, advancing special events, and arranging flights, housing, transportation, and catering.

**Safety Coordinator**

2012-2014

The Santa Fe Opera - Santa Fe, NM

- Devised, distributed, and enforced safety programs and procedures in accordance with OSHA regulations.
- Oversaw accident reports and worker's compensation insurance for a staff of over 700.
- Organized the annual safety seminar for the entire production staff.
- Initiated a maintenance schedule for all safety equipment and set goals to improve safety for the organization.
- Managed a yearly budget of \$25,000 for campus-wide safety supplies.
- Promoted from Assistant Safety Coordinator position.

**Production Manager**

2009-2011

Theatre B - Fargo, ND

- Hired, trained, and supervised staff and volunteers including 13 high school students at this small non-profit.
- Established and managed technical deadlines along with a \$6,500 production budget for a five-show season in a 71-seat venue.
- Ran the box office and house managed for select performances, completing end-of-day cash reconciliations.
- Ensured the quality of productions and expanded publicity resulting in increased ticket sales and a 40% increase in profit.
- Collaborated with outside organizations in planning events and promoting the organization.

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**EDUCATION**

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**Florida State University**  
M.F.A. Technical Production

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

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**SKILLS**

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| • Leadership in the Arts      | • Budgeting & Scheduling          | • Website Development/Social Media |
| • Production Management       | • Accounting & Bookkeeping        | • Microsoft Office/Google Suite    |
| • Project/Event Management    | • Teaching at College & HS Levels | • Active Campaign/MailChimp        |
| • Human Resources Management  | • Proficient in OSHA reg.         | • Arts People/Ticketmaster         |
| • Database Management         | • Competent in fall protection    | • Trello/Basecamp/Asana            |
| • Stage Management            | • Intermediate French fluency     | • JotForm                          |
| • Technical Direction         | • Employment/rental contracts     | • Virtual Callboard                |
| • Rental Booking & Management | • Experience with AEA, USA, &     | • AutoCAD                          |
| • Community Engagement        | SDC union contracts               | • Quicken/Quick Books/Sage MAS90   |

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**REFERENCES**

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Available upon request