

# JONATHAN STEPHENS

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**A confident, analytical, fast learner with 11+ years of experience in the arts. Demonstratable track record of delivering multi-disciplined, high quality arts projects across a wealth of performance mediums in both UK and US markets.**

## ■ KEY COMPETANCIES

**Industry Specific Awareness** – Having performed since the age of seven, alongside directing and producing I have an in-depth understanding of the industry allowing me to make informed, industry-appropriate decisions on the spur of the moment.

**Communication** – Very direct and to the point, I allow contact to be easily understood and processed. I understand and value the importance of both written and verbal communication and think listening is the key to success when working in a team.

**Teamwork** – I am able to collaborate, influence and compromise. These three attributes make me a strong team player who is able to encourage and inspire both ideas and work ethic.

**Problem Solving** – I always take the most logical and practical approach when it comes to problem solving. My analytical eye allows me to quickly assess the best course of action within the situation.

**Organization** – I am able to prioritise, work efficiently and productively, and manage my time well. I enjoy setting deadlines and working to timelines.

**Technical** – Proficient in Google Suite, Microsoft 365, Zoom, Skype for Business, TicketSource, OvationTix, Final Cut Pro, Adobe Premiere Pro. Windows 7 & 10 plus Mac OS and iOS.

## ■ KEY EXPERIENCE

**Scranton Shakespeare Festival** (September 2015 – April 2020)

### **General Manager/Executive Producer**

- Successfully produced 25 full-scale, live-event productions.
- Lead & managed a team of 80+ people.
- Successfully implemented business protocols into the fast-growing non-profit organization.
- Budget management and adherence
- Contract negotiation
- Leading fundraising efforts

**University of the Arts London** (January 2020 – April 2020)

### **Production Co-Ordinator**

- Efficiently managed communications between executive producer and project producers
- Managing project budgets and funding allocations
- Outlining and communicated project timeframe and deadlines

**So Dead Productions – ‘SO DEAD’ TV Pilot Episode** (September 2019 – March 2020)

### **Executive Producer/Writer/Director**

- Effectively managed project timelines
- Managed and worked alongside a full film set crew
- Budget management and adherence

**PunchDrunk – SLEEP NO MORE [New York City]** (February 2016 – June 2018)

***Guest Relations Team Manager***

- F-03 Fire Guard Certified.
- Managed a team of 20+ staff.
- Responsible for helping maintain artistic integrity of show and the safety and wellbeing of guests on-site.

**Emursive – STRANGE UNDOING OF PRUDENCIA HART [Nat. Theatre of Scotland]** (Oct '16 – May '17)

***House Manager/Project Liaison***

- Acted as liaison between Emursive NYC staff and National Theatre of Scotland team.
- Lead & managed a team of 13+ people.
- Responsible for normal front of house duties and operations.

**The Band Wagon – Broadway Encores, New York City Center** (September 2014 – December 2014)

***Assistant to Writer/Script Supervisor***

- Liaising with director, producing team and stage management on behalf of writer.
- Making script edits & distributing changes.
- In rehearsal room with director.
- Maintaining discretion while working alongside high profile industry professionals

**The Trapdoor Theatre School** (August 2009 – August 2011)

***Teaching Artist***

- Worked alongside school principal to deliver performance arts curriculum.
- Successfully gave consultation and guidance in new curriculum material.

■ EDUCATION

**University of the Arts London** (BA Live Events & Television Production)

**American Academy of Dramatic Arts, NYC** (Assoc. Degree: Occupational Studies | Advanced Certificate: Acting)

**The Shaw Academy** (Diploma in Leadership & Management)

**Lewes Sixth Form College** (Drama & Theatre Studies A-Level, Performing Arts BTEC)