

SARAH BYRONS

PROFILE

Creative and dedicated theatre professional with experience working in all aspects of production, from conception to execution. Focused and efficient in fast-paced environments. Praised for dependability and attention to detail.

CONTACT

-  Beacon, NY
-  845 – 774 – 6292
-  sarahcbyrons@gmail.com
-  [linkedin.com/in/sarahbyrons](https://www.linkedin.com/in/sarahbyrons)
sarahbyrons.com

EDUCATION

BFA in Theatre, May 2017
New York University
Tisch School of the Arts
New York, NY

GPA: 3.6

Playwrights Horizons Theatre School

Playwriting in London (Study Abroad)

University Honors
Scholar/Founder's Day Award recipient

SKILLS

Microsoft Office and Google Drive
CPR and First Aid Certified
Writing and Editing
Customer Service
Basic Shop Tools
Creative Problem Solving

WORK EXPERIENCE

Hudson Valley Performing Arts Laboratory · Poughkeepsie, NY
Creative Producer · 2018-Present

- Play an active role in the production of new work, as produced by the Lab; production roles include writing, dramaturgy, directing, design, and performance.
- Manage and maintain company website
- Meet regularly with the Founding Artistic Director to plan and execute fundraising events as well as seasonal programming
- Liaise with local organizations such as the Dramatists Guild to organize special events prioritizing community outreach and engagement
- Assist with communications efforts; including weekly newsletters, company social media accounts, and connecting and meeting with potential community members and collaborators

Hudson Valley Shakespeare Festival · Garrison, NY
Assistant Box Office Manager · 2019-Present
Box Office Attendant · 2018-2019

- Handle the processing and fulfillment of ticketing requests made in-person, by phone, or online using Spektrix ticketing software
- Remain knowledgeable and accurately informed on all aspects of productions and special events, regularly collecting and sharing patron feedback with administrative and production staff
- Maintain accurate database of event patrons and members, updating and modifying records as necessary
- Maintain and edit employee Policies and Procedures handbook
- Carry out pre-show will call operations

PEP Productions · Sugar Loaf, NY
Assistant to the Producer · 2012-2018

- Aid in the management of a new and developing theatre company, working closely with the producer/director to provide the community with ensemble-based, experimental performances
- Assist in the execution of design for productions, including the building and striking of sets, props, and costumes