

Emily “Remi” Remmey

eremmey01@gmail.com, 507-491-5959, www.linkedin.com/in/emilyremmey

STAGE MANAGEMENT

<i>She Kills Monsters</i>	Jeff Turner, Director	Hamline University	2018
<i>Shakespeare On the Lawn</i>	Hannah Coleman, Director	Hamline University	2018
<i>Sweet Charity</i>	Natalie Novacek, Director	Hamline University	2017
<i>Grimm Night On the Lawn</i>	Grace Barnstead, Director	Hamline University	2017

RELATED WORK EXPERIENCE

HAMLIN UNIVERSITY THEATRE DEPARTMENT

St. Paul, Minnesota

Facilities Manager

May 2018 – present

- Oversee operation of Anne Simley Theatre and ensure exterior rental groups present their production safely. Average of nine exterior groups per year.
- Hire and schedule all technicians and board operators.
- Provide technical support and advice to rental groups in the areas of lighting, sound, projection, rigging, and scenic design.

HAMLIN UNIVERSITY THEATRE DEPARTMENT

St. Paul, Minnesota

Assistant Production Manager

Sept. 2016 – present

- Assist Technical Director with creating production schedules, managing department keys, reconciling credit cards, managing the budget, and keeping track of shop labor hours for five main stage shows.
- Attend production meetings and follow up with shop managers to ensure they have the resources to accomplish tasks.
- Keep the twenty-eight Student Employee files updated and ensure all are filling out self-assessments, goal sheets, and skill set forms.
- Assist the Box Office Staff with special event planning, selling tickets and hosting patrons.

HAMLIN UNIVERSITY STUDENT ACTIVITIES AND LEADERSHIP OFFICE

St. Paul, Minnesota

Special Events Programmer on Hamline University Programming Board

May 2017 – May 2018

- Planned and executed five major scale events for students with between 200 and 500 attendees.
- Coordinated catering, the venue space, activities, set up/take down and between 20 and 50 volunteers.
- Managed a total budget of \$80,000.

EDUCATION

Hamline University, St. Paul, MN

Degrees: Bachelor of Business Administration in Management and Bachelor of Arts in Theatre Arts and Dance.

Minor: Nonprofit Management

GPA: 3.89, Dean's List: Fall 2015 – present

SPECIAL SKILLS

Financial Management: Banner, Workday, US Bank's credit card reconciling system, Excel

Event Planning: Contract Negotiation, Google Suite, Virtual Desktop Interface, Illustrator, InDesign, CRM

Total Info, CRM Business Catalyst, LinkedIn

Theatre Related: Light design and board programming, Props construction, Basic Qlab

HONORS & ACHIEVEMENTS

Anne Simley Memorial Scholarship Recipient May 2018

Awarded to a student who demonstrates outstanding leadership in Theatre.

Hamline University Departmental Talent Scholarship Recipient September 2015-2019

Awarded to a student who demonstrates talent in Theatre Production.