

DAISY L PHILLIPS

PERSONAL SUMMARY

A professional with a passion for intersectional feminist art and organization. Excelled in a degree in Theatre Management which left me with a passion for the arts and a detail-oriented mindset.

KEY COMPETENCIES

google suite, microsoft office suite, airtable, quickbooks, rentmaster, d-TOOLS, QLAB, OBS, zoom theatre, WIXadi, canva, effective communication, group mindset

CONTACT DETAILS

email: daisyp913@gmail.com
website: daisylphillips.com
phone: 1.415.613.2213

REFERENCES

Maggie Keenan-Bolger | Producing Artistic Director, Honest Accomplice Theatre
Email: mkeenab@gmail.com
Phone: 313.595.7003

Laura Cronin | Co-Founder, Brierpatch Productions
Email: laura@brierpatch.nyc
Phone: 201.658.7393

Rachel Sullivan | Co-Founder, Grand Pistachio
Email: rachelsarasullivan@gmail.com
Phone: 646.591.7051

WORK HISTORY

Production and Inventory Associate

Sound Associates Inc. | July 2022 - Present

- Preparing pricing and inventory information for management
- Facilitate inter-department communication
- Supporting and tracking project data start to finish during projects

Producing Intern and Development Associate

Honest Accomplice Theatre. | Nov 2018 - Nov 2019

- Directly assisted the Producing Artistic Directors with various projects and productions
- Maintained workflow in a hectic environment
- Led stage & house management roles successfully

Freelance Stage Manager

Various | 2014 - present

- Effectively communicate to various audiences as the primary contact between production teams and creatives
- Problem solve quickly and efficiently with varying degrees of support
- Manage scheduling for large groups of people and assist with administration during tight deadlines

COVID Compliance Manager

Brierpatch Productions | April 2022 - May 2022

- Directly oversee a team of 6 direct reports, including one junior manager
- Liaise between repertory staff and general management office
- Organize and maintain all comms and records pertaining to COVID safety for a group of 60 people

Assistant Tech Director

The Clemente. | October 2021 - July 2022

- Maintain and organize all technical equipment across two theaters
- Complete overhaul of technical inventory list and organization

EDUCATION

Marymount Manhattan College

Bachelor of Arts | class of 2019

BA in Theatre: Producing and Management

- capstone in Ancient Greek Theatre
- studied abroad at Queen Mary University of London

Minor in Business

- Concentration in Business Management