

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, QLAB, OBS, zoom theatre, WIXadi, canva, effective communication, group mindset

CONTACT DETAILS

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REFERENCES

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

Zeynep Akca | Co-Artistic Director, No Exit Theatre Collective
Email: zeynepacka95@gmail.com
Phone: 347.981.8747

Lauren Pennington | Senior Production Manager, RWS Entertainment Group
Email: lpennington@experiencerws.com
Phone: 201.264.8101

WORK HISTORY

Producing Intern and Development Associate

Honest Accomplice Theatre. | Nov 2018 - Nov 2019

- Directly assisted the Producing Artistic Director 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
- Manage scheduling for large groups of people and assist with administration during tight deadlines

COVID Compliance Manager

Brierpatch Productions | April 2022 - Present

- 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 - Present

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

Customer Service Agent

Burrow. | April 2021 - October 2021

- Assist customers in a professional and polite way in verbal and written communication
- Manage dozens of orders at once and respond to queries

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