

JESSICA ASHLEIGH POMEROY

CREATIVE PRODUCER, DIRECTOR, AND THEATRE EDUCATOR

Contact

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Producing, Administrative and Leadership Experience

HERE Arts Center | **Development Fellow** | Winter 2020-Present

Responsibilities: Organizing information about donors, writing reports and thank you letters to foundations, and communicating with individual donors. Requires extensive knowledge of OvationTix, Microsoft Office (specifically Excel), and excellent verbal communication and writing skills.

HERE WE GO Festival | **Co-Artistic Director and Director of Operations** | Winter 2018-Fall 2020

Responsibilities: A site-specific production company that I have built with a fellow New School graduate. We have hosted two fully-produced festivals as a company, and one reading series, along with multiple online festivals throughout the COVID-19 pandemic. Requires excellent verbal and written skills, strong leadership, ability to delegate tasks, and organization.

We Love Lucy: A Documentary Short | **Production Manager** | Spring 2018

Responsibilities: Researching and contacting fans and friends of Lucille Ball to secure interviews, traveling to record interviews, overseeing the project from start to finish, including collecting receipts and reporting spending to our funders, ensuring all equipment needed was secured, and generally making sure that the needs of the lead producer were met.

The Miranda Theatre Company | **General Manager, Williston by Adam Seidel** | Fall 2018

Responsibilities: Coordinating with the TicketCentral ticketing service to understand audience size and demographics, utilizing papering services to ensure that seats were filled at performances, collecting contracts and tax forms from artists, and reporting to the Artistic Director regarding audience numbers and income from each performance.

The New School of Drama | **Self-Produced Two Projects as a Student** | Winter 2018 & Spring 2019

Responsibilities: Creating a detailed proposal, budget, and production timeline for each project to present to a committee at The New School before being approved to produce a project. In 2018, I produced and directed a production of *Small Mouth Sounds* by Bess Wohl on my own, and in 2019, I co-produced and directed a production of a new musical entitled *Wrong Crowd* alongside a fellow student.

The New School of Drama | **Orientation Leader** | Summer 2017

Responsibilities: Giving tours of the school, leading orientation activities and games, organizing orientation events, ensuring that new students in my group had all necessary orientation materials, and remaining in communication with my students throughout the semester.

Teaching Artistry Experience

Mainstages Educational Theatre Company | **Teaching Artist and Director (Freelance)** | Summer 2019-Present

Responsibilities: Teaching classes in musical theatre and acting to children in grades K-5 in the summer, as well as in an afterschool setting throughout the five boroughs of NYC. Teaching requires that I develop detailed day-by-day lesson plans, and have frequent meetings with a supervisor to check in on my progress.

Wingspan Arts | **Teaching Artist (Freelance)** | Spring 2018- Spring 2020

Responsibilities: Teaching after school classes in musical theatre and acting to children in grades K-5 at various public schools throughout Manhattan, NYC. Teaching requires that I develop detailed day-by-day lesson plans, as well as excellent verbal communication and written skills in communication with site directors and parents.

Writopia Worldwide Plays Festival | **Director** | 2018 & 2019 Summer Festivals

Responsibilities: Directing multiple plays written by students between grades 5th-10th, working closely with these young writers as well as Writopia staff and producers to make decisions regarding design and production outcomes.

Internships

PROTOTYPE Opera/Theatre/Now Festival | **Production Intern** | Winter 2018

Responsibilities: Assisting with the needs of the production team for one of the pieces featured in the 2018 PROTOTYPE Festival co-produced by HERE Arts Center and Beth Morrison Projects. Helping with set construction and dressing, organizing files in the production office, distributing advertising materials as a representative of the festival, and attending production meetings.

The Miranda Theatre Company | **Social Media and Event Coordinator Intern** | Spring 2018

Responsibilities: Creating, scheduling, and posting social media posts on both Instagram and Facebook on behalf of the company. Assisting with coordinating the annual reading series by accepting and recording ticket requests via email, helping with budgeting decisions, and generally supporting the Artistic Director throughout the pre-production process for the series.

Hartford Stage | **Education Intern** | Summer 2014

Responsibilities: Assistant teaching artist for elementary school-aged children. Taught a full class session on my own at the end of the summer, which entailed helping students put together a short play based on a storybook we read together.

Selected Directing Experience

Violet by Lindsey Beth Meyers | **Producer & Director** | 2020 (Current)

Web series recorded entirely on the Zoom platform. Filming now.

Wrong Crowd by Federica Borlenghi | **Producer & Director** | 2019

Thesis Project, The New School of Drama.

Syrma by Carolina D'Castiglioni | **Assistant Director** | 2019

New York Premiere presented at Alchemical Studios

Small Mouth Sounds by Bess Wohl | **Producer & Director** | 2018

The New School of Drama

hallelujah by Federica Borlenghi | **Assistant Director** | 2018

New York Premiere presented at Dixon Place

Kid Simple: A Radio Play In The Flesh by Jordan Harrison | **Assistant Director** | 2017

The New School of Drama, Directed by Sherri Eden Barber

Education and Training

The New School of Drama | **Bachelor of Fine Arts** | Graduated 2019 with Honors

Dramatic Arts, Directing Concentration

Marymount Manhattan College | **Bachelor of Arts** | Transferred to The New School in 2015

Theatre Arts, Musical Theatre Minor, Directing Concentration

Simsbury High School | **High School Diploma** | Graduated 2014 with Honors

Stagedoor Manor Summer Theatre Training Program | **Two Sessions Completed** | Attended 2012 & 2013

Awards & Honors

The New School

- Dean's List
- Dean's Merit Scholarship
- Graduated with Honors

Simsbury High School

- National Honor Society
- International Thespian Society
- National French Honor Society
- Tri-M Music Honor Society

Skills

- Excellent Written and Verbal Communication
- Strategic Problem-Solving
- Team Building
- Highly Organized
- Positive, Upbeat Attitude
- Intermediate French Language Proficiency
 - 4 years in school, and 2 years of independent study.
- Trained Vocalist with 10 years experience as a musical theatre performer
- OvationTix Ticketing and Donation Software
- AudienceView Ticketing Platform
- Google Drive and Microsoft Office
 - Especially proficient in Sheets/Excel, and Docs/Word

References

Wei-Ming Liu Egelman | wei-ming@here.org | 212.647.0202 x 328

Institutional Giving Manager at HERE Arts Center

Relationship: Development Fellowship Supervisor

Kitt Lavoie | klavoie@semo.edu | 573.651.2149

Acting and Musical Theatre Area Coordinator at Jeanine Larson Dobbins Conservatory of Theatre and Dance

Relationship: Thesis Advisor at The New School of Drama

Taylor Ann Spencer | taylorann@mainstages.com | 574.370.9349

Program Manager at Mainstages Educational Theatre Company

Relationship: Teaching Artistry Supervisor