

JERRY MITTELHAUSER

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Qualification Highlights

- Over 20 years experience with Product/Audience Relationship – including Live,
- Visual and Print Medium
- Good Word Processing, Editing and Proofreading skills
- Expertise in MAC and PC, MS Word, Word Perfect, Photoshop
- Familiar with theatrical lighting and sound equipment and usage
- Knack for multitasking and working under pressure
- Working knowledge of Local 1 and 306 Contracts

Skills and Experience

Leadership and Management

- Evaluate and Hire Key Creative Staff
- Employee Motivation and Guidance
- Office Management
- Celebrity Contact and Liaison
- Conflict Resolution and Accountability
- Managed front of house staff of 40 plus
- Experience in Party Planning, Catering and Banquets

Accountability

- Supervise production and fulfillment of creative concepts
- Prepare and maintain project schedules
- Generate Project estimates and monitor expenditures
- Oversee project invoicing and billing
- Produce monthly budget reports and revenue projections
- Research vendors and sub-contractors

Creative

- Produce sales plans for new projects
- Work with live talent
- Conduct casting sessions for live talent

Employment History

3/2013 – Present	Gallery Players Designer / Choreographer / Costume Shop Manager
4/2010 – 11/2020	Personal Assistant and Decorator for Ginger Jackson
4/2009 – 8/2010	Licensed Tour Guide with NYC / Grey Lines Duck Tours
8/2006 – 8/2008	Mary Poppins (Broadway) Guest Relations / Usher
7/2006 – 7/2007	Tarzan (Broadway) Wardrobe
6/2006 – 1/2007	Beauty and The Beast (Broadway) Wardrobe / Dresser
12/2005 – 5/2006	Manhattan Theatre Club (Off Broadway) Wardrobe Supervisor
9/2004 – 4/2005	NEWSical (Off Broadway) Assistant Stage Manager
8/1989 – 5/2004	Macon Little Theatre (Regional) Executive Artistic Director

Education

- BA of Education in Art, Music, Theatre and Dance/University of Missouri –Columbia
- BA of General Studies Theatre – Southeast Missouri State University