

# Jessica Moneà Evans

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## AREAS OF EXPERTISE

Operational Business Development  
Technical Production Director

Stage Manager  
Producing

Project Managing  
Supervision & Leadership

### **VARIOUS CONTRACTED POSITIONS DURING COVID**

**July 2020 - Present**

- Produced 5 group dance fitness events in Los Angeles.
- Choreographed a lead actress in the feature film “Queenpins”.
- Taught virtual dance fitness classes 3 times a week at the Heartbeat House.

### **INVERTIGO DANCE THEATRE Company Stage Manager/Teaching Artist**

**January 2020 - Present**

- Stage managed Invertigo’s Dance Theatre touring show, *Formulae and Fairytales* to the University of Florida.
- Coordinated travel, accommodations & itineraries for the company to travel to NC for a showcase.
- Enforced travel policies and maintained the touring budget.

### **SHARED HARVEST FUND Event & Logistic Director**

**January 2020 - July 2020**

- Optimized and developed schematics for over 18 drive through pop up COVID-19 testing sites serving about 5,000 citizens within California, New York and Atlanta
- Liaised and negotiated with suppliers and vendors during the pandemic.
- Composed site analytic reports for each event.
- Improved event workflow by problem solving inefficiencies.

### **HEIDI DUCKLER DANCE Education & Engagement Dir.**

**June 2018 - January 2020**

- Responsible for developing the operating budget for educational projects with budgets ranging from \$5,000 - \$300,000. Ensured all projects remained on schedule and on budget. Administered residency budgets and reports to the Artistic/Executive Director.
- Introduced and integrated over 25 educational and professional programs in partnership with Los Angeles Unified School District and other school districts.
- Supervised six Los Angeles County Arts Commission interns and provided leadership and mentorship to over 50 Teaching Artists.
- Spearheaded and produced rehabilitation dance residencies for intergenerational, homeless and correctional populations.
- Partnered with over 20 arts partners to facilitate community engagement events.

### **HEIDI DUCKLER DANCE Production Manager**

**October 2017 - January 2020**

- Organized and managed production calendars, complex schedules between Executive Director, company dancers and staff for all productions.
- Produced, Production Managed and supported fundraising of over 35 original productions, resulting in over \$150,000 raised over three annual galas.
- Provided leadership, support and feedback for production installations and strike for over 50 productions and 25 educational performances. Programmed and operated lights, audio and media during performances.
- Facilitated and trained four staff members and over 600 volunteers for events. Guaranteed clear communication between the production team and vendors.
- Maintained efficient minutes and distributed daily reports to technical team and collaborators to track production updates.
- Responsible for providing leadership and management to the production company and ensuring organizational effectiveness of the team.

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## **CBS DIVERSITY SKETCH COMEDY SHOWCASE/ Stage Manger December 2017 - January 2020**

(contracted project every December & January)

- Spearheaded efforts across handling functions pertaining to production planning and ensuring strict adherence to the schedule, quality standards and total productivity maintenance.
- Point of contact for five technicians, 80 performers and four executives. Organized complex rehearsal schedules. Conferred with director and executives to discuss show rundown and red carpet management.
- Managed and problem solved technical elements for over 160 sketches and communicated to board operators whilst calling the show.
- Maintained efficient minutes and distributed daily reports, utilized to maintain on schedule and track production updates.
- Spearheaded efficient rehearsal time management, due to venue contract restrictions.

## **1988/TECHNICAL Production Coordinator**

**February 2017 - September 2017**

(Culver City Centennial Celebration 4 series Project)

- Appointed by the Culver City Council and Arts Commission to serve in this position, managing a budget over \$60,000.
- Established and maintained communication flow between the production team, Culver City Cultural Arts Commission, the Heidi Duckler Dance company and Fire Marshall.
- Trained over 30 volunteers and staff on event flow and provided a detailed rundown of show operations. Guaranteed the safety of 20 performers and over 350 spectators.

## **EDUCATION**

### **California Institute of the Arts**

Valencia, CA: MFA Theatre Management

### **North Carolina Agricultural and Technical State University**

Greensboro, NC: BFA Professional Theatre

## **SKILLS**

Proficient in all software applications including Airtable, Quickbooks, Shotgun, HTML, FileMaker, Mac/PC savvy, iMovie, Contract negotiation, Bookkeeping/Expense Reports, proactive and proficient problem-solver

## **PROFESSIONAL DEVELOPMENT**

Expressive Art Therapies Summit, 2019

Department of Public Health, Prison Volunteer Training, 2019

CPR Certified, 2019

California Arts Council Internship Supervisor Training, 2019

LA County Arts Commission and Western Arts Alliance - The Art of Touring Workshop, 2019

Black Arts @ Western Arts Alliance Department of Cultural Affairs Scholarship recipient, 2019

## **CERTIFICATES**

Covid Compliance Officer, 2021