

Jessica Moneà Evans

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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 pandemic.
- Composed site analytic reports for each event.
- Improved event workflow by problem solving inefficiencies.

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 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 ensured organizational effectiveness of the team.

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 provide 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.

CBS DIVERSITY SKETCH COMEDY SHOWCASE/ STAGE MANAGER **December 2017 - January 2020**

- 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.

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1988/TECHNICAL PRODUCTION COORDINATOR

February 2017 - September 2017

(Culver City Centennial 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

Wolf Trap Opera Company

Josie A. Bass Internship, Summer

American Conservatory Theater

General Management/ Company Management Fellowship

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

COMMITTEES

Willowbrook Community Action for Peace (CAP), 2018- Present

Inner City Arts, Community Arts Partnership, 2019

Zeta Phi Beta Sorority Inc 2011

AfroFunk DanceFitness 2014-Present

Artist Magnet Board, 2020