

Cell: (407) 431 5317 Email: Jacquelyn@BellArtsEntertainment.com

Commercial Theatre Producer / Operations / Public Speaker

I am an authentic leader who inspires trust and followership through compelling influence, integrity, and grace. I possess an excellent level of communication, and have a natural orientation towards community building. My sense of curiosity and resilience in solving complex problems has proven paramount in my sophisticated understanding of Anti-Racism principles, programs, and practices. My extensive knowledge of the performing arts and Broadway has positioned me as an effective conduit of change and understanding.

Career Highlights

PUBLIC SPEAKING: 2020 CTI EDI Panelist, Triple Threats & Beyond Podcast - Anti-Racism in the Theatre, 2017 Broadway League SRC PUBLICATIONS: Forbes, NBC News, PBS - Metrofocus, YesBroadway, The Interval, The Orlando Sentinel- Race and Space Series THEATRE: Broadway- The Band's Visit, King Kong, The Prom, Moulin Rouge Off Broadway- The Widow of Tom's Hill, Patience & Sarah FOUNDATION: The Oscar Hammerstein Museum and Education Center Initiative, Broadway Advocacy Coalition, Michelee Puppets

Professional Experience (selected)

		Event Producing		
Co Producer	Hitachi Social Innovation Forum	Hitachi Global/ Refilmery	2021	New York, NY
Lead Producer	Emojiland	Bell Arts / Arbourhouse Prods.	2018	New York, NY
Lead Producer	Broadway for Black Lives Matter	Broadway Advocacy Coalition	2016	New York, NY
Event Management				
House Manager	Life Sucks	Wheelhouse Production	2019	New York, NY
Asst. General Manager	Curvy Widow (Off Broadway)	Roadtrip Entertainment	2017	New York, NY
Company Manager	Spank: The Fifty Shades Parody	Florida Theatrical Association	2014	Orlando, FL

Related Experience

BUILD AMERICA MUTUAL, New York, NY

Sep 2019-Present

Public Finance Operations - Administration and Reception

Served as a major contributor in the transition into remote working for Covid-19 safety, ensuring operational continuity
 TEMPORARY STAFFING BY SUZANNE, New York, NY
 Executive Reception and Administrative Assistant

- Identify and assimilate to operational systems in place, while providing best practice recommendations when appropriate
- Notable assignments: Flynn Family Office, B Floral Events, NY Media (New York Magazine), Concord Music (R&H Theatrical)
 FORESIGHT THEATRICAL, New York, NY
 May 2017-Nov 2017

General Management Fellow

- Tracked and managed investments and corresponding documents for production with a capitalization of approximately \$10M
- Analyzed, composed, and dispersed weekly box office wrap report for Off Broadway production with \$1M capitalization
- Negotiated and booked venues for workshops and rehearsals within the budgetary and logistical needs of the production

BIG LEAGUE THEATRICALS / ARTFUL EVENTS, Orlando, FL Dec 2013-Apr 2014

Company Manager

- Ensured efficiency of operations to produce the highest quality production through leadership and productivity
- Communicated with accounting and bookkeeping to ensure payments, reimbursements, and invoices were received on time
- Supervised live events reaching close to 10,000 guests in attendance

IBEX PUPPETRY, Orlando, FL

Nov 2011-Apr 2014

Administrative Assistant

- Assisted Company Manager with all aspects of operations and production, both nationally and around the globe
- Arranged travel and lodging accommodations for staff and all incoming artists
- Maintained meticulous record of contracts and royalties, and ensured discretion with sensitive information

Core Competencies

Team Leadership, Talent Development, Active Listening, Diplomacy, Budget Creation, Revenue Generation, Organizational Design, Brand Management, Contract Negotiations, Celebrity Wrangling, 10 years of Stage Management experience, 17 years in Performing Arts

Education and Awards

TONY AWARD, 2021, Recipient of the 2021 Special Tony Award as Co-Founder of Broadway Advocacy Coalition NOMINATIONS, 2020, Emojiland - Drama Desk, Lucille Lortel, Off-Broadway Alliance, Outer Critics Circle, NYT Critic's Pick COMMERCIAL THEATRE INSTITUTE, 2018 14 week program Fred Vogel Scholarship Awardee THE BROADWAY LEAGUE, 2013-2018 The League/ATPAM Diversity Intern and League Fellowship Awardee

References

RON LEGLER: President at Hippodrome Theatre at France-Merrick Performing Arts Ctr.

LARRY WATCHORN: Executive Director at Florida Theatrical Association COLLEEN JENNINGS-ROGGENSACK: Executive Director at ASU Gammage AARON LUSTBADER: General Manager Partner at Foresight Theatrical

*Emails available upon request