

# *Evelyn Murphy-Welconish*

She/her - evelynhopemw@gmail.com - (720) 355-0610

## **THEATRICAL MANAGEMENT EXPERIENCE**

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### **The Season**

**New York, NY**

Project Coordinator

May 2024 – *Present Day*

- Assisted Senior Executives on administrative tasks, managing calendars/work flows, and built organizational systems for day to day operations.
- Attended new musical workshops on behalf of executives and wrote coverage.
- Worked with Broadway clients on the producing and marketing level helping with project communication and task management.

### **Jujamcyn Theaters**

**New York, NY**

Executive and Creative Operations Intern

*January 2024 – June 2024*

- Learned the business behind commercial theater by assisting on theatrical paperwork, working on administrative tasks, and meeting with senior Jujamcyn team members.
- Wrote coverage on plays and musicals.
- Answered phones, communicated with patrons, and built front desk skills by assisting with everyday office tasks.

### **Relay Influence**

**New York, NY**

Influencer Marketing Intern

*January 2024 – June 2024*

- Worked on hiring influencers from start to finish by initiating contact, negotiating deals, and personalizing contracts.
- Found, researched, and organized influencers by using social media platforms and analyzing data.
- Attended and worked Relay events to ensure clients were well taken care of.

### **Penn State University**

**State College, PA**

Production Stage Manager

*January 2023 – December 2023*

- Led and operated rehearsal rooms, tech, and shows with 50+ people.
- Collaborated with all theatrical departments in a professional setting to empower individual and community creativity.
- Wrote well organized and documented reports to communicate the needs of the production.

### **Lyric Theatre of Oklahoma**

**Oklahoma City, OK**

Assistant Stage Manager

*June 2023 – July 2023*

- Arranged correct sequence of information and actions backstage by setting backstage traffic plans, crafting paperwork, and leading a 10+ people.
- Anticipated the verbal and non-verbal needs to support my fellow colleagues and management.
- Responded to urgent situations in a calm, timely, and thoughtful manner.

## **EDUCATION**

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**THE PENNSYLVANIA STATE UNIVERSITY** · State College, PA

Bachelor of Fine Arts in Theatre, Stage Management · Dec 2023

College of Arts and Architecture, Summa Cum Laude, Student Marshal

- GPA: 3.99/4.00
- Penn State USITT Chapter Member
- Mable Reed Knight Scholarship Recipient
- Dean's List
- Evan Pugh Scholar Award Recipient
- Susan Hane Gaul Memorial Award Recipient

## **SKILLS**

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Interpersonal – Detailed Communicator, Customer Service, Time Management, Principled, Team Player

Technical – Email, Google Suite, Microsoft Suite, Canva, Photoshop, AED Certified, CPR Certified

Professional – Organized, Adaptable, Creative, Responsible, Approachable, Compassionate, Ergophile

## **REFERENCES**

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Please reach out for references.