

MARGOT VANGEL

margotvangel@gmail.com | 646-241-5086 | Syracuse, NY

EDUCATION

Le Moyne College | Syracuse, New York

Graduated: May 2022

Masters of Science: Arts Administration (Overall GPA 4.0/4.0)

- Finance Management
- Capital Development
- Marketing
- Participated in consulting internships on and off campus that centered on improving theatrical operations.
- Board and Governance
- Human Resources
- Community Engagement

Ohio Wesleyan University | Delaware, OH

Graduated: May 2016

Bachelors of the Arts: Theatre. Education Concentration (Overall GPA 3.59/4.0)

- Branch Rickey Merit Scholarship Recipient
- Theta Alpha Phi, Theater Honorary Society Member
- Member of the House of Peace and Justice
- Graduated *cum laude*
- Coursework in theater history, theory, and education
- Produced Amiri Baraka's *Dutchman* as capstone

ADMINISTRATION EXPERIENCE

Webucator | Syracuse, New York

November 2020 - Present

Digital Classroom Assistant

- Facilitated digital learning environment for continuing education classes for government agency Defense Finance and Accounting Service employees.
- Resolved student issues via written or spoken communication and collaboration.
- Compiled all attendance and interactions into digital databases.

Redhouse Arts Center | Syracuse, New York

November 2017 - June 2019

Curriculum Associate

- Designed theater lessons for grades K-8 in line with New York State Department of Education standards.
- Distributed lessons to staff of over twenty teaching fellows.
- Revitalized past curriculum to heightened standards to better meet expectations.
- Operated as a on-call substitute for classes of twenty-five students from kindergarten to eighth grade.

THEATER EXPERIENCE

Redhouse Arts Center | Syracuse, New York

November 2018 - Present

Production Stage Manager

- Oversaw rehearsals of casts of multiple sizes at a regional non-profit theater organization.
- Communicated cross-departmental needs in a time-efficient and respectful manner.
- Reported on daily conditions of rehearsals and reports to senior staff members
- Trained and led teams of three or more in technical theater proceedings

Assistant Stage Manager

January 2018 - February 2020

- Supported Stage Manager in all tasks regarding safe backstage operations.
- Facilitated safe and efficient rehearsal and performance operations backstage.
- Delegated tasks to associates.

Theater Instructor

2017 - Present

- Developed and planned personal theater classes in both summer camp and after school settings.
- Led multiple sizes and age ranges of classes in games and workshops to develop skills.
- Facilitated environment of support and learning amongst young individuals.
- Produced original and TYA works for live audiences.

SKILLS

- Comfortable in a fast-paced environment requiring attention to detail and ability to multi-task
- Excellent verbal and written communication skills
- Able to collaborate effectively between producers and executive creative teams
- Experienced in production procedures, including rehearsal reports, performance reports, expense reports, time-sheets, digitizing and organizing records
- Proficient in Microsoft Word, PowerPoint and Google Apps including Google Docs and Google Sheets
- Proficient in essay writing (academic and personal) and playwriting