

# Joshua M. Feder

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Theater Maker/Arts Manager committed to using theatre to promote empathy, telling important stories with specific perspectives, creating collaborative spaces for everyone to do their best work, and making a more inclusive industry and art form.

## THEATRE & ARTS MANAGEMENT EXPERIENCE

**EMERSON STAGE** – Emerson College Department of Performing Arts – Boston, MA

(2022-present)

### Assistant General Manager

- Management
  - Finance: manage and report on several budget lines, process payments via Accounts Payable to artists and vendors
  - Contracts: facilitate, process, and distribute contracts and release forms to students and guest artists
  - Office Management: order and maintain office supplies and equipment, manage student employees
- Producing & Programming
  - Casting: create announcement and submission portal, manage video submissions, facilitate all communication
  - Season Selection: announce and organize open submission processes for both season titles and student reading committees, maintain evaluations and vetting processes, and acquire licensing/rights
  - Literary Management: manage announcements and submissions for three elements of NewFest New Works Festival, read and report on submissions, and manage all evaluation processes
  - TYA Producing & Communications: send invitations to local schools, book tickets, and facilitate arrivals/departures
  - BFA Showcase: create RSVP forms, manage website, and create paper program and contact/face sheets
- Marketing
  - Write copy, compile, and distribute information for all communications (department, college-wide, and public-facing)
  - Manage multiple websites: digital program, blog, BFA showcase, and coordinate with College website pages
  - Create content, write copy, and manage social media platforms including photos, graphics, and original video
  - Work with graphic designer to create show images and season print materials
  - Communicate with Box Office about ticketing, comp tickets, sales, front of house, and other events
- Mentoring/Student Supervisor
  - Mentor student Company Management teams for all productions throughout the season
  - Supervise and oversee student office workers in Admin, Production, Marketing, Literary, and Casting

**NEW LONDON BARN PLAYHOUSE** – New London, NH

### Director, Junior Intern Program

(2008-2022)

- Supervised operations and management of a company of 25 teenage actors and 5 teenage designer/technicians
- Producing & production management for 4-5 productions of the Children's Theater Series
- Hired, trained, supported, and supervised staff of 6-8 throughout summer (designers, directors, stage managers)
- Developed relationship to mainstage company through educational partnership and events

### Education Director

(2013-2021)

- Created, developed mission, and oversaw goals of all education programming
- Worked with Senior Staff on strategic planning, board relations, and donor development for Education programs
- Planned and created marketing for education programs – print, email, website, social media, radio, and press releases
- Management for all education programs – budgets, calendars, facility rentals, contracts, communications, ticketing
- Hired, trained, supported, and supervised all Education staff
- Developed and supervised new programs for virtual season (2020 summer, 2020-2021 school year)

### Artistic Associate

(2011-2017)

- Worked with Artistic Director and Managing Director on programming, hiring, daily operations
- Produced, managed, and developed Monday night concert series
- Drafted, edited, and proofread copy for website, playbills, press releases, brochures

**DCM TELEMARKETING & TELEFUNDRAISING**

(Fall 2021-Spring 2022)

### Oregon Shakespeare Festival – Campaign Caller

- Called current and lapsed donors to secure gifts through new Change Maker membership program

**WONDERSTRUCK PLAYERS** – Virtual Educational Theater Company

(Spring 2021)

### Budget, Finance, and Strategic Plan Consultant

- Compiled and analyzed expenses, income, and goals of new company, while developing long-term strategic plan
- Created plan for fiscal year budget and developed live budget reporting spreadsheet

**LIT & CHILL** – Podcast Series contextualizing classic literature – produced by University of California, Irvine

(2019-2020)

### Marketing & Communications Manager

- Oversaw communications strategy: created marketing timelines, compiled contact database, developed branding
- Wrote copy, created image content, and managed all social media accounts, e-blasts, and press releases
- Edited and provided feedback on all podcast script content

**UNIVERSITY OF CALIFORNIA, IRVINE** – Irvine, CA

**Producer, Director, and Lead Devisor of *Near & Queer* (an original play)**

(Fall 2019)

- Developed partnership with UCI's LGBTQ+ Resource Center and the LGBTQ+ Center, Orange County
- With a team of undergraduate students, created an original play about needs/experiences of local LGBTQ+ community
- Moderated post-performance talkbacks with cast and members of both Centers

**Drama Office Assistant**

(2019-2020)

- Managed rehearsal room calendar and booking, department library and equipment, and printing and distribution of resources

**KINGSWOOD OXFORD SCHOOL** – West Hartford, CT

(2013-2016)

**Director of Theater**

- Reinvigorated program through marketing, recruiting, outreach, and engagement with student body and community
- Worked with Arts Department Chair and Technical Theater Director on revising budget, calendar, and procedures
- Mentored and produced annual Spring Student Theater Festival

**Advisor to Gender & Sexuality Alliance**

- Oversaw weekly meetings, moderated discussions, and provided resources based on current events, history, and research
- Facilitated school and inter-school events to celebrate, uplift, and bring awareness to LGBTQ+ people and topics

**ROUNABOUT THEATRE COMPANY** – NYC

(September 2011 - May 2012)

**Artistic Apprentice**

- Assisted Artistic Associate with Opening Night preparations, Tony Voter invitations and tickets, and office work
- Assisted Literary Manager in producing readings and reading/tracking/responding to play submissions

**GOODSPEED MUSICALS** – East Haddam, CT

(January 2009)

**Production Manager/Festival Coordinator for *Festival of New Artists***

- Oversaw festival activities, rehearsals, and events; lead daily production meetings; managed all communication between production teams and Goodspeed staff

## TECHNOLOGY SKILLS

**Video Editing:** Final Cut Pro, iMovie

**Graphic/Image Design:** Canva, Photoshop

**Audio Editing:** Audacity, QLab

**Social Media:** Facebook, Instagram, YouTube

**Sales and Communications:** Constant Contact, MailChimp, OvationTix, Tessitura

**Website:** Squarespace, Wix, Wordpress

**Business, Classroom, Conferencing:** Google Suite, Microsoft Office Suite, Apple iWork Suite, Canvas, Slack, Zoom, Google Meet

## EDUCATION

**MFA, DIRECTING** – University of California, Irvine

(2020 – 3.98 GPA)

**Claire Trevor School of the Arts**

**Mentors:** Jane Page, Juliette Carrillo, Don Hill

**CERTIFICATE IN ARTS MANAGEMENT** – University of California, Irvine

(2020)

**Paul Merage School of Business, Office of Executive Education**

**BA, THEATER AND MATHEMATICS** – Dartmouth College, Hanover NH

(2008 – 3.68 GPA / Cum Laude)

**Academic Awards:** The Lazarus Family Musical Theatre Program Award

Mark L. Lebowitz 1977 Memorial Prize in the Performing Arts

Clifford S. Gurdin Memorial Award for Excellence in Directing

**Mentors:** Peter Hackett, Jamie Horton, Carol Dunne

## PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION

**THEATER CONFERENCES/WEBINARS**

**Best Practices in Theatrical Intimacy** – Theatrical Intimacy Education

**Returning to Rehearsal** – SDCF Conversation Series

**Race, Equity, & Inclusion in Musical Theatre Education** – Musical Theatre Education Alliance

**Leading the Way: Executive Directors** – American Theatre Wing

**Building Resilience in the Creative Sector** – Americans for the Arts

**The Art of the Pitch** – The Drama League

**Why is Theater Important in Times of Crisis?** (Daryl Roth and Peter Hackett) – Dartmouth College

**DIVERSITY & CULTURE CLASSES** (through Coursera)

**Race and Cultural Diversity in American Life and History** – University of Illinois at Urbana-Champaign

**Indigenous Canada** – University of Alberta

**Feminism and Social Justice** – University of California, Santa Cruz

**Queering the Schoolhouse: LGBTQ+ Inclusion for Educators** – University of Colorado