



# Julia Robinson

Theater Production Assistant

## CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST

## KEY SKILLS

- Cast coordination
- Prop management
- Rehearsal scheduling
- Stage setup
- Wardrobe assistance

## EDUCATION

Bachelor of Arts in Theater Arts I  
Emerson College, Boston, MA

## ABOUT ME

Theater production assistant specializing in stage management

Eight years of experience managing stage setups, coordinating cast and crew, and ensuring smooth rehearsals and performances.

## PROFESSIONAL EXPERIENCE

**THEATER PRODUCTION ASSISTANT I | CENTER STAGE THEATER, BOSTON, MA**  
SEPTEMBER 2019 - PRESENT

- Coordinated schedules for a cast and crew of 25, facilitating timely rehearsals and smooth transitions between scenes
- Managed prop inventory and prepared stage setups, reducing performance preparation time by 20%
- Supported directors with cue management, ensuring performances adhered to scripts

**STAGE CREW MEMBER I | BOSTON COMMUNITY THEATER, BOSTON, MA**  
MAY 2017 - SEPTEMBER 2019

- Assisted with stage setup and breakdown for over 50 performances
- Managed backstage logistics, ensuring seamless transitions between scenes
- Organized wardrobe changes for cast members during live performances