

Delia Ibarra

Production Stage Manager

Production stage manager with 12 years of experience coordinating up to 27 large-scale events per year for audiences of 800 to 3,400 attendees, managing prompt books, touring logistics, and rigging operations across multi-day festivals. Saved $17,950 per production on average by consolidating rental contracts for pro audio systems and lighting packages across 14 events per booking cycle. Skilled in QLab, ProductionPro, ArtsVision, and IATSE collective bargaining agreement administration.

Contact Information

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Waynesboro, VA 12345

Education

BFA in Theatre

Virginia Commonwealth University, Richmond, VA | 2010 – 2014

Key Skills

- QLab
- ProductionPro
- ArtsVision
- Microsoft Office
- Prompt book preparation
- OSHA safety compliance
- IATSE collective bargaining agreement
- Budget reconciliation
- Touring logistics
- Rigging and chain hoist operation

Professional Experience

PRODUCTION STAGE MANAGER | ROCKFISH GAP PERFORMING ARTS CENTER, WAYNESBORO, VA
2020 – PRESENT

- Coordinated 27 large-scale events per year including outdoor concerts, touring musicals, and civic galas for audiences of 800 to 3,400 attendees.
- Reduced load-in setup time from 9 hours to 6 hours 14 minutes by redesigning truck unloading sequences and pre-staging chain hoists at marked grid points.
- Saved $17,950 per production on average by consolidating rental contracts for pro audio systems and lighting packages across 14 events per booking cycle.
- Managed budgets and settlements for touring engagements, reconciling $278,100 in production expenses across 3 fiscal quarters with a variance under $1,340.
- Shortened stage turnover setup time from 48 minutes to 31 minutes between back-to-back events during a 6-day outdoor festival by pre-rigging truss sections and assigning numbered load positions.

STAGE MANAGER | SHENANDOAH HOLLOW THEATRE COMPANY, HARRISONBURG, VA
2017 – 2020

- Planned and executed 19 large-scale events per year spanning mainstage dramas, musicals with casts of up to 42 performers, and touring co-productions.
- Cut scene changeover setup time by 47% by pre-positioning scenic wagons and training fly crew on staggered pull sequences.
- Reduced per-show supply spending by $8,730 by sourcing expendable materials from regional vendors and standardizing reusable prop inventories in ProductionPro.
- Built and maintained prompt books for 7 concurrent productions, logging an average of 11 blocking revisions per rehearsal session.

ASSISTANT STAGE MANAGER | TIMBER RIDGE COMMUNITY PLAYERS, LEXINGTON, VA
2014 – 2017

- Supported setup logistics for 13 large-scale events per year, including a 2-week summer repertory series with 3 rotating productions.
- Trimmed intermission changeover setup time from 7 minutes to 4 minutes 38 seconds by labeling strike positions and color-coding spike marks for each show.
- Tracked $6,740 in consumable budgets per production using Microsoft Office spreadsheets, finishing each season under the approved spending cap.