

Abena Ellison

Stage Manager

Calling all cue sequences in QLab across 54 performances per season while managing casts of up to 38 performers, with 6 years of experience spanning production assistance, assistant stage management, and full stage management. Held schedule adherence at 98.84% for 8 productions per season by building rehearsal calendars in ArtsVision and issuing daily conflict updates to directors. Reduced injury incidents from 6 to 2 per season by rewriting pre-show safety briefings and requiring signed PPE acknowledgment forms from all cast and crew.

Location

Montpelier, VT

Phone

(802) 555-0125

Email

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Education

University of Vermont, Burlington, VT
2016 - 2020
BA Theatre

Key Skills

- QLab
- ProductionPro
- ArtsVision
- Microsoft Office
- Prompt book management
- Cue calling
- Rehearsal scheduling
- OSHA safety compliance
- Actors' Equity Association rules
- Blocking notation

Professional Experience

Stage Manager, Winooski Falls Stage Company, Montpelier, VT
2023 - Present

- Increased audience attendance by 53.5% over 3 seasons by collaborating with marketing on show previews and tightening act breaks to an average of 11 minutes.
- Held schedule adherence at 98.84% for 8 productions per season by building rehearsal calendars in ArtsVision and issuing daily conflict updates to directors.
- Reduced injury incidents from 6 to 2 per season by rewriting the pre-show safety briefing script and requiring signed PPE acknowledgment forms from all cast and crew before each tech rehearsal.
- Managed the full rehearsal process for casts of up to 38 performers, calling all cue sequences independently using QLab during 54 performances in the current season.

Assistant Stage Manager, Green River Valley Theatre, Waterbury, VT
2021 - 2023

- Helped raise audience attendance by 13% for a summer repertory series by coordinating intermission timing and lobby engagement activities with front-of-house staff.
- Maintained a schedule adherence rate above 96% across each rehearsal period by tracking scene run times in Microsoft Office and flagging overruns to the director within 3 minutes.
- Lowered injury incidents from 7 to 4 across the season by standardizing a tool checkout log for fly crew and adding non-slip tread strips at 8 high-traffic backstage ramps.
- Coordinated daily schedule changes for casts averaging 24 members across 6 productions, updating call boards and ProductionPro channels within 15 minutes of each revision.

Production Assistant, Lamoille River Playhouse, Stowe, VT
2020 - 2021

- Supported schedule adherence for 5 productions by preparing daily rehearsal timelines and distributing scene breakdowns to 7 department leads.
- Helped cut injury incidents from 5 to 3 over the season by compiling weekly incident tracking reports and presenting findings to the technical director for corrective action.
- Updated the prompt book after each rehearsal session, logging an average of 9 blocking changes per run-through for casts of up to 26 performers.