

James Harper
E-mail: jharp949@gmail.com

EXPERIENCE

Stage Manager – James Armstrong Theater; Torrance, CA – Feb. 2008 to Present

- Liaison between clientele and technical crew members to coordinate the requirements for the event.
- Supervise the cast members during the load-in, rehearsal, performance, and load-out; while mindful of deadlines. Adjust for any scheduling concerns.
- Maintain a safe environment for all participants in the building.
- Call cues during the performance.
- Use Excel to calculate labor estimates and record crew members payroll.
- Manage scheduling of crew members and administrative details.
- Provide training for new hires.
- Operate audio, lighting/electrical, rigging, and projection equipment.
- Troubleshoot and repair equipment.
- Inventory supplies for the venue.

Staging (Contracted) – Entertainment Lighting Services; Sun Valley, CA – April 2013 to Present

- Setup lighting and staging equipment for red carpet events.
- Run line electrical.

Volunteer – Providence Little Company of Mary Hospital; San Pedro, CA – Feb. 2010 to July 2010

Sales – Presentation Services Audio Video; Century City, CA – Sept. 2008 – Dec. 2008

- Meet with client to arrange for the requirements of the meeting or event.
- Price and schedule equipment rental.
- Up-sell equipment and supplies.
- Provide tours of the event locales.

Audio Production Intern – Martinsound; Alhambra, CA – Oct. 2007 – March 2008

- Purchase supplies for recording sessions.
- Setup microphones prior to client arrival.
- Assist with operating Protocols during the recording session.

Skills: Experienced with Microsoft Office, Mac/PC, and Adobe software.

EDUCATION

University of California, Dominguez Hills – May 2007