

JAY DUNN
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EXPERIENCE

Middlebury College, Middlebury, VT

2/2022 - 1/2023

Visiting Professor, Guest Director

- Teach Intro to Acting to undergraduate BA students.
- Direct the theatre department mainstage production of *Rhinoceros*
 - Train student cast in the movement and acting
 - Organize and interface with designers and technical staff towards a cohesive vision
 - Responsible for assimilation of marketing materials such as programs, posters and website content
- Co-produce the 24 Hour Play Festival
 - Coordinate schedules, book rooms, source set & costume, cast & group actors/directors/playwrights, coordinate set, light & costumes, create and distribute marketing materials
- Keep weekly open office hours
- Attend and participate in weekly faculty and department meetings
- Develop curriculum and lesson plans
- Use both digital (Canvas) and analog platforms to create, track and grade class-by-class assignments
- Schedule, plan and coordinate auditions for dozens of student actors

SUNY Purchase, Purchase, NY

9/2018 - 12/2021, 1/2023 - Present

Lecturer, Conservatory of Theatre Arts

- Develop syllabus for and teach the class *Physical Comedy II* in Mask in the BFA conservatory program
- Develop syllabi for and teach the classes *Intro to Lecoq & Physical Performance*, *Devising the Now: Current Events in Performance* and *Fundamentals of Acting* in the BA program.
- Teach undergraduate students story and script analysis; beginner and intermediate acting skills through storytelling, monologue and partnered scene work; ensemble dynamics, expressive movement, collaborative story structure and Neutral, Larval and Commedia dell'arte mask; the technique, structure and play of physical comedy, and the foundations of corporeal support and alignment through the lens of Uta Hagen and Jacques Lecoq pedagogies.
- Develop homework assignments as necessary for each class.
- Complete mid-term progress reports for each student.
- Create and grade final exams.
- Advise Senior Thesis performance projects.
- Report academic and studentship grades.

American Academy of Dramatic Arts, New York, NY

9/2014 - 2/2022

Associate Faculty, Movement & Acting

- Develop syllabi and teach all foundational Movement classes: Movement 1 & 2 - Lecoq Neutral Mask pedagogy (1st year students) and Movement 3 - Shakespeare & Embodied Text (2nd year students).
- Develop syllabus for and teach *Physical Styles - Commedia dell'Arte* class (the technique, structure and play of physical comedy with Commedia half masks)
- Develop syllabus for and teach *Physical Comedy* class (the technique, structure and play of physical comedy)
- Instruct hundreds of first, second and third year students in movement and acting pedagogy
- Collaborate with professional industry directors on program culminating plays; Enhance and refine directors' ideas into movement, choreography and fight choreography. Choreograph and block scenes; communicate clearly to coach and adjust actors' physicality, movement, motivation and relationship to other characters; create visually compelling images based on the director's vision.

- Responsible for all administrative functions, including matrixing learning goals and outcomes, evaluating students against said goals and outcomes, creating a grade system, building a 12 week syllabus integrating the academy's overall learning objectives, seek out professional development to bring back to the student body.
- Work quickly in a time-sensitive environment to deliver dynamic, story-driven movement for contemporary and classical productions.
- Teach conservatory-level students ensemble dynamics, expressive movement, physical comedy, collaborative story structure and the foundations of corporeal support and alignment.
- Attend and participate in Movement, Acting and Voice & Speech Department faculty meetings, as needed.
- Create and grade midterm and final performances.
- Conduct midterm & final assessments, create individualized progress reports, report academic and studentship grades.
- Audit other instructors' classes as necessary.

Axiom

February 2013 to July 2015

Recruiting Coordinator

- Responsible for providing overall administrative and coordination support to the Attorney Recruitment function to enable the hiring of highly-capable and talented Axiom attorneys. Key areas of accountability include interview coordination, recruitment administration, and managing all due diligence prior to onboarding.
- Serve as the main point of contact for candidates (answer questions, arrange follow-up efforts, collect documentation, etc.) and ensure all candidate correspondence is completed in a timely manner
- Schedule interviews which includes managing calendars and logistics
- Greet and host in-house candidates
- Communicate detailed interview schedules to all stakeholders, internal and external
- Distribute relevant materials before and after interviews
- Create and edit the Recruitment SharePoint site and related tools
- Assist in the creation and analysis of recruitment metrics
- Assist in the coordination of new hire orientation and onboarding
- Provide overall project management support to the Recruitment function
- Maintain our recruiting database and prepare ongoing reports on various recruiting metrics.

Peak Accounting, Audit and AdComm

November 2009 to May 2010, November 2010 to June 2012

Executive Assistant/Recruiter for President and Director

- Provide sole administrative support to President of Marketing/Advertising department and President of Audit department
- Create weekly Excel spreadsheet reports
- Write and edit emails to clients and candidates
- Candidate searches on Monster, CareerBuilder, LinkedIn
- Screen and interview candidates for open positions
- Research companies and provide reports to Director
- Mail merge projects
- Reformat & edit documents
- Handle confidential data including tax forms, drug tests, and background checks
- Enter candidates' information into database
- Answer phones (high volume), greet candidates and clients at reception

The Midtown Group, Washington, D.C.**May 2006 to November 2009***Staffing Manager to Managing Partner (7/2008 – 11/2009)**Executive Assistant to President (7/2007 - 9/2007)**Executive Assistant to Sr. Consultant (5/2006 – 8/2006)***(moved from Friends & Company with Sr. Consultant to The Midtown Group)**

- Provide sole administrative support to the Managing Partner, President and Director of Professional Development.
- Help Managing Partner strategize, research and put materials together for marketing plans
- Act as liaison and aide to our Marketing/PR firm
- Create own marketing project to re-establish Midtown's "Love What You Do campaign
- Occasional heavy research to prepare written materials and coaching for President to interview live on FOX5, with the Washington Post Magazine, and leading a roundtable discussion at a symposium for her YPO Executive network
- Troubleshoot database software and MS Office (unofficial IT tech)
- Occasionally update website with new graphics (photos, logos, headlines).
- Reception and customer service, faxing, scanning, copying, coordinating mail and courier services.
- Support the President and Managing Partner in the staffing process from beginning to end, including consistent, heavy client contact and coordination with HR Administrators, Partners and Associates of some of DC's most prominent and established law firms and businesses
- Managed the President's calendar, scheduled client meetings, updated spreadsheets
- Coordinated and managed the event logistics of a YPO event for President's Executive network
- Lead for writing and posting advertisements in WashingtonPost, Monster, CareerBuilder, Dice, LawJobs, Craigslist, and other online and print newspapers and periodicals which required basic HTML formatting.

Friends & Company/SNI Legal, Washington, D. C.**January 2005 to May 2006***Executive Assistant to Sr. Consultant*

- Provided sole administrative support to rainmaker and Senior Consultant of the legal department of Friends & Company (renamed Legal Now)
- Handled personal business for Senior Executive Consultant including travel arrangements, organizing her schedule, communicating with her clients' needs when not available
- Billed/oversaw placements in database; created job order documents in database and tracked their status; tracked status of orders in database/log; maintained weekly candidate activity pipeline reports
- Co-ran weekly payroll for company's several hundred temporary employees; handled invoicing for all legal placements (up to \$150K/month)
- Managed periodical, magazine, and membership subscriptions, maintained calendar of upcoming events, supervised interview calendar
- Screened resumes, inputted applications, answered phones, greeted visitors and candidates, set candidates up for testing on Proveit! software
- Functioned as in-house IT troubleshooter for MS Office and Database software for entire branch General office upkeep (fill fax/printer, toner replaced, forms stocked, supply room & storage room organized) for a branch of 30 employees.

Chadbourne & Parke, LLP, Washington D.C.**January 2003 to January 2005***Floating Legal Secretary*

- Provide administrative support to the Washington D.C. branch of an International Law Firm with nine offices worldwide.
- Rotating aid to over 50 attorneys, including Associates, Partners, and Counsel.
- Format, draft and edit firm documents and legislation, archive legislation, oversee firm's conference scheduling, manage attorney schedules, coordinate occasional travel arrangements
- Provide reception overflow; greet clients; direct flow of outside and intra-office communication from switchboard

EDUCATION

L'Ecole Internationale de Theatre Jacques Lecoq, Paris – M.F.A. equivalent

Middlebury College - BA, Theatre

The Roxbury Latin School – High School Diploma

TECHNICAL SKILLS

- Proficiency in spoken and written French
- Advanced proficiency in Microsoft Word, Outlook and all Google document formats
- Intermediate proficiency in Excel, beginning proficiency in PowerPoint
- Adobe Photoshop
- Proficient in iMovie video editing software
- Highly proficient with MAC or PC
- Proficient in Bullhorn, Encore, Placemate, Tempus Fugit, PCRecruiter (databases)