

# JASEN MIYAMOTO

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## RELEVANT JOB EXPERIENCE

### Associate Production Manager

August 2023 - Present

*How to Dance in Ohio (Broadway)*

- Directly assisted Production Manager, Bethany Weinstein Stewert, in coordinating communication between designers, shops, trucking, stage management, and Local One crew to ensure productive collaboration
- Managed all outward-facing invoicing and internal expense reports for all departments on the production-side of the show
- Supported the day-to-day operations of the crew during Load In and Previews of the show

### Assistant Production Manager

September 2021 - August 2023

*Manhattan Theatre Club*

- Directly communicated frequently and effectively between House and Production Crew Heads, crew members, Security, Building Management, vendors, Producers, General Management, Company Management, Designers, Directors, Stage Management to ensure productive collaboration
- Created and managed daily, weekly, and production schedules in accordance with two distinct Local One contracts for the Broadway and Off-Broadway venues
- Managed payroll for all Local One crew members, members of the Teamsters Union, and non-union Wardrobe labor, for six Broadway and six Off-Broadway shows across 2 seasons
- Directly managed Educational performances, dozens of work calls, and special events such as memorials, Galas, and Benefits

### Assistant Production Manager

March 2019 / September 2019 - March 2020

*What the Constitution Means to Me, (Broadway and First National Tour)*

- Directly assisted Production Manager, Bethany Weinstein Stewert in coordinating communication between designers, shops, trucking, stage management, and Local One crew
- Supported the day-to-day operations of the crew during Load In and Previews of the show
- Assisted with, but not limited to, tasks such as scheduling, management of expenses, acquisition of necessary materials, and organization

### Theatermakers Associate

March 2018 - August 2018 / February 2019 - August 2019

*The National Theater Institute*

- Coordinated the schedule and daily lives of over 50 Faculty Members and Guest Artists, including classes, travel, and housing
- Directly assisted Artistic Director, Rachel Jett with managing the summer schedule of classes and performances
- Interviewed, selected, mentored, and supported the lives of 25 students living on campus at all hours of the day, every day of the week

### Production/Facilities Management Intern

August 2017 - January 2018

*Manhattan Theatre Club*

- Managed expense tracking for all invoices and payroll for the department
- Assisted in the upkeep of the office and facilities including orders, organization and basic maintenance
- Supported the department in the day-to-day management of 3 Broadway and 3 Off-Broadway productions

## EDUCATION

*National Theater Institute* - Waterford, CT,

*Vassar College* - BA in Drama, BA in Psychology, Poughkeepsie, NY,

## SKILLS & ABILITIES

Basic HTML, CSS, and JavaScript, NY Driver's License, Proficient in Microsoft Office Suite/Google Drive, Google Calendar, Printable Cal, ; Comfort with professional interpersonal communication; ~55 WPM