



# MADDIE NEWELL

## CONTACT

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 Lake George, NY  
*Open to relocation & travel*

## PROFILE

Administrative professional with over a decade of **nonprofit project management experience** looking to help foster **curiosity, creativity, and collaboration** in her next role. Expertise in project management (Seasonal budgeting, contract negotiation, protocol dissemination, scheduling, travel logistics, hospitality, and trouble-shooting). Currently enriching personal growth through volunteer opportunities (*Calling All Crows, Double H Ranch*), online classes in American Sign Language, and Front End Web Development courses.

## SKILLS

Sustainability Practices

Union Rules and Regulation:  
*IATSE, AEA, SDC, USA, AFofM*

CPR & First Aid Certified  
(exp. June '25)

Audio & visual set-up

Financial Forensics

HTML, CSS, GitHub, Python

## EDUCATION

**Shenandoah Conservatory**  
B.A. Music Production & Arts Management '13

**Albany CanCode**  
Front End Web Development

## EXPERIENCE

### Company Manager

Arena Stage - *Washington, DC*

2018-2023

- Directed visiting artist residencies, overseeing all facets of hospitality, travel, and safety while fostering a supportive atmosphere for guest artists, adeptly addressing sensitive matters with discretion and emotional intelligence.
- Collaborated with General Management to define seasonal objectives, establish budgets, and implement safety protocols in line with organizational goals.
- Utilized task and scheduling tools such as Asana, Prepared, Trello, DropBox, Teams, Google Suite, and Gantt charts for forecasting and orchestrating comprehensive housing, travel, and financial projects.
- Managed a seasonal department budget of \$400,000, employing cost control measures, precise data entry, and innovative strategies to reconcile expenses and navigate unforeseen costs.

### House Manager

Arena Stage - *Washington, DC*

2017-2018

- Orchestrated exceptional patron and client experiences by overseeing Front of House (FOH) operations and communication during venue-wide performances and events.
- Spearheaded prompt resolution of seating issues, medical emergencies, and coordination with a 1,200-member volunteer usher team.
- Facilitated seamless radio communication among Events staff, Box Office, and Stage Management in fast-paced, time-sensitive settings.
- Delivered daily comprehensive reports to Executive and Leadership personnel, comprising attendance metrics, performance notes, and urgent FOH matters.

### Assistant Manager

Bright Box Theater - *Winchester, VA*

2013-2017

- Responsible for venue maintenance, hospitality, and audio/visual inventory oversight, as well as staff communication, payroll, and scheduling.
- Collaborated closely with the General Manager in contract negotiation and compiled financial tracking data for shareholders and board members.
- Cultivated a vibrant, inclusive team culture, adeptly managing sensitive patron, artist, and staff concerns with empathy, transparency, and confidentiality.