

TAMSEN BROOKE WARNER

HIGHLIGHTS

- **Adaptable, self-motivated, and dedicated with a history of progressive responsibility.**
- Navigated the organizational merger of Waterville Opera House with Waterville Creates + subsequent rebranding process.
- Navigated Watershed through leadership + staff transitions; consolidated payment processing + recordkeeping systems.

WORK HISTORY

2021 – 2025 | FINANCE + OPERATIONS MANAGER

Watershed Center for the Ceramic Arts

2017 – 2021 | EXECUTIVE DIRECTOR

2016 – 2017 | ASSISTANT EXECUTIVE DIRECTOR

2014 – 2016 | BOX OFFICE MANAGER

Waterville Opera House [Waterville Creates]

2012 - 2014 | RECRUITING + MARKETING ASSISTANT

Manpower Maine

2009 – 2012 | WORK STUDY: SCENIC PAINTER

2007 – 2009 | WORK STUDY: ADMINISTRATIVE ASSISTANT

Univ. of Connecticut Department of Dramatic Arts

2011 – 5 - 8 | MODEL BUILDING SUMMER INTERNSHIP

The Municipal Theatre of St. Louis "The Muny"

2010 – 5 - 8 | ASSISTANT STAGE MANAGER

Connecticut Repertory Theatre

2009 – 5 - 8 | ARTS ADMINISTRATION SUMMER INTERNSHIP

New York City Fringe Festival

EXPERIENCE

- **Customer Service + Sales:** phone reception; greeted visitors; provided tours; served as organization's main point of contact; cash handling + sales of merchandise, tickets, + products; curated theatre + music programs + Salad Days pottery sale fundraiser.
- **Operations + HR:** annual renewals of state licenses, insurance policies, certifications, etc; liaised with contractors; supervised 1 – 9 staff; conducted hiring searches; external payroll reporting; maintained employee benefit programs; negotiated rentals.
- **Finance:** bookkeeping; accounts receivable/payable; created + managed \$1 million budgets; cash flow projections; bank, credit, + investment account reconciliation; issued 1099 tax forms + sales tax returns; liaised with accounting firm on annual tax returns.



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EDUCATION + TRAINING

Present | NB Community College

IT: Network Administration

2011 | B.A. Univ. of Connecticut

SKILLS

- Customer Service
- Cash Handling
- POS
Square | Paypal | Shopify
- Bookkeeping
Intuit Quickbooks
- PC + Mac proficient
- MS Office 365 + Google equivalents
Word | Excel | Powerpoint | Teams
- Basic website maintenance
Wordpress | Squarespace
- Cloud-based recordkeeping
Google Drive | Dropbox | Box
- E-mail marketing
Constant Contact | MailChimp
- Design + editing
Adobe Photoshop basics | Canva

REFERENCES

DAVID EAST, Executive Director

Watershed Center for the Ceramic Arts

deast@watershedceramics.org

SADIE BLISS, Former Executive Director

Maine Crafts Association

sadiebliss@gmail.com

MICHELLE SWEET, Current Executive Director

Waterville Opera House

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