

DAISY L PHILLIPS

MANAGEMENT &
DEVELOPMENT

PERSONAL SUMMARY

a recent college grad with a passion for intersectional feminist art and organization. a degree in Theatre Management has left me with a passion for the arts and a detail-oriented mindset.

KEY COMPETENCIES

googlesheets & googledrive, excel & office 365, airtable, QLAB, WIXadi, canva, effective communication, group mindset

CONTACT DETAILS

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WORK HISTORY

Producing Intern and Development Associate

Honest Accomplice Theatre. | Nov 2018 - present

- reorganized donor database
- updating production budgets
- Customer/Audience Relationship Management
- assuming stage & house management roles when needed

Freelance Stage Manager

various | 2012 - present

- classroom & professional setting
- organizing meetings and performances across departments
- filling out and keeping track of various paperwork as needs arose

ACADEMIC BACKGROUND

Marymount Manhattan College

Bachelor of Arts | class of 2019

BA in Theatre: Producing and Management

- capstone in Ancient Greek Theatre
- 3.6 GPA
- studied abroad at Queen Mary University of London (full junior year)

Minor in Business

- concentration in Business Management

REFERENCES

Rachel Sullivan | Honest Accomplice Theatre
Email: rachel@honestaccomplice.org

Jaynie Saunders-Tiller | Marymount Manhattan College
Email: jaynie@newgeorges.org