

Lisa Dozier

Phone: 917.470.0246/Email: lisadozier@gmail.com/Website: www.lisadozierproductions.com

Current/Upcoming Productions:

<i>Sistas the Musical</i>	General Manager	Off Bdwy/St. Luke's Theatre 2012
<i>Bronte</i>	General Manager	Off Bdwy/Ars Nova 2012
<i>Unplugged In</i>	General Manager	Theatre Row 2012
<i>SPRING ALIVE</i>	General Manager	Dixon Place 2012
Directed by Nick Demos		

Select Past Productions:

<i>Leave the Balcony Open</i>	Line Producer	EST/3LD 2011 & 2012
<i>TUT</i> By Marcus Hummon, directed by Abdel Salaam	General Manager/Producer	St. Clement's/NYMF 2011
<i>My History of Marriage</i> By David Shire and Lee Kalcheim, directed by Michael Bush	General Manager/Producer	Signature/NYMF 2011
<i>Outlaws</i> By Joe Calarco, Alastair King, Perry Liu, directed by Jenn Rapp	General Manager	McGinn-Cazale/NYMF 2011
<i>Milk</i> By Emily DeVoti, directed by Jessica Bauman	Line Producer	HERE/New Georges 2010
<i>The Diary of a Teenage Girl</i> By Marielle Heller, directed by Rachel Eckerling & Sarah Cameron Sunde	General Manager	3LD/New Georges 2010
<i>The Duchess of Malfi</i> Adapted and directed by Jesse Berger	Producer/General Manager	Off Bdwy/Red Bull Theater 2010
<i>How To Be A Good Italian Daughter</i> By Antoinette LaVecchia, directed by Ted Sod	Line Producer/General Manager	Off Bdwy/Cherry Lane 2009
<i>F#@king Up Everything</i> Music, book and lyrics by David Eric Davis, book by Sam Forman, directed by Stephen Brackett	General Manager	45th Street Theatre/NYMF 2009
<i>Into the Hazard (Henry 5)</i> Adapted and directed by Jessica Bauman	Line Producer	Walkerspace 2009
<i>Stormy Weather</i> By Sharleen Cooper Cohen, directed by Michael Bush	AD/Reading Producer	LORT/Pasadena Playhouse 2009
<i>The Rise and Fall of Annie Hall</i> By Sam Forman, directed by Sam Gold	Line Producer	Off Bdwy/Theatre Row 2008
<i>To Paint the Earth</i> By Jonathan Portera & Daniel Levin, directed by Michael Bush	Line Producer	37 Arts/NYMF 2008
<i>The Bubble</i> By Karen Paull & David Pack, directed by Terri Berliner	Line Producer	The Zipper/NYMF 2008
<i>SA KA LA</i> By Jon Fosse, directed by Sarah Cameron Sunde	Line Producer	45 Bleecker 2008
<i>Murderers</i> By Jeffrey Hatcher, directed by Michael Bush	Line Producer	Emelin Theatre 2008
<i>The Piper</i> By Marcus Hummon, directed by Michael Bush	Line Producer	St. Clements/NYMF 2007
<i>Look What A Wonder</i> By Walter Robinson, directed by Hilary Adams	Line Producer	St. Clements/NYMF 2007
<i>Surface to Air</i> By David Epstein, directed by James Naughton	Line Producer	Symphony Space 2007
<i>The Polish Play</i> Adapted and directed by Henry Wishcamper	Line Producer	Walkerspace 2007
<i>Hell Hole Honeys</i> By Dave Ogrin, Ben Budick & Steve Mackes, directed by Jeremy Dobrish	Line Producer	TRU/Player's Theatre 2006
<i>Rosmersholm</i> Directed by Timothy Douglas	Line Producer	59E59 2006
<i>Apartment 3A</i> By Jeff Daniels, directed by Valentina Fratti	Line Producer	ArcLight Theatre 2006

Current Experience:**Lisa Dozier Productions****May 2004-Present****New York, NY*****Owner/President***

- Has line produced/general managed more than 30 productions in the New York area
- Regular production duties include: managing all pre-production processes, negotiating contracts, attending casting sessions, coordinating and implementing artists' visions, serving as the main liaison between artists and production/administrative staff, facilitating union negotiations, managing weekly paperwork and distribution, on-boarding company members, creating and projecting budgets, and more as needed per production
- Has produced hundreds of theatrical readings (both plays and musicals), live concerts, performing arts events and major fundraising galas
- Serves as the resident line producing/general management company for more than 10 respected downtown New York City theatre companies
- Is the resident general manager for the National Alliance for Musical Theatre's Festival of New Musicals (2007-Present)

The Ride**May 2010-August 2011****New York, NY*****General Manager***

- Managed and supervised operations and 110 plus employees for a start up entertainment endeavor, which has up to 20 performances a day on custom 1.3 million dollar vehicles with performers on the streets of midtown Manhattan
- Interviewed, hired and on-boarded all employees; which included managing the entire process of bringing on 100 plus employees in a 2 month period, including casting more than 60 performers
- Created and maintained all human resources documents, including the company handbook, safety plan, intellectual property agreement, job descriptions for all employees and hiring documents
- Selected and facilitated all employee benefits programs, including health, dental, vision insurance plans as well as the company wellness program, which includes offering benefits to part time employees
- Created and implemented an intricate scheduling system which requires 60 employees per shift
- Maintained operational company budget for day-to-day operations and projection of expenditures
- Created system and facilitates bi-weekly payroll for all employees
- Implemented numerous policies and procedures including complimentary tickets, performance schedules and company events
- Budgeted and facilitated all insurance for company, including general liability, vehicle and worker's compensation details
- Troubleshoot day-to-day company and employee issues as they arise

Past Experience:**Emelin Theatre****August 2007-January 2009****Westchester County, NY*****Interim Producing Artistic Director***

- Was the face of the organization to the board of trustees and general public on both an artistic director and executive producer level
- Managed all employees
- Artistic planner, producer and general manager for season with 1.7 million dollar budget
- Was responsible for curating, networking, programming, booking and negotiating contracts and riders for all programs, totaling more than 100 events per season, including artists Los Lobos, Dar Williams, Paula Cole, Bo Bice, Ann Hampton Callaway, Idina Menzel, Christine Ebersole, Loudon Wainwright III, Tom Chapin, Duncan Sheik and many more
- Programmed and negotiated contracts and riders for all music events in multiple series, family events, film classic series and educational programs
- Produced all theatre productions and events which included creating and implementing budgets, hiring and contracts, and supervising all areas ranging from technical, projections to marketing
- Served as the main contact with unions--negotiated with Actors' Equity Association to transition from a Small Professional Theatre contract to a regional theatre contract, LORT D status
- Programmed, general managed and produced entertainment portion of Emelin Gala event each season, which featured such artists as Judy Collins and Leslie Uggams
- Created and implemented overall company budgets with finance committee
- Attended and contributed to all board events, including meetings and fundraising initiatives

Symphony Space December 2005-August 2007 New York, NY

Associate Producer

- Line produced and general managed more than fifty music, dance, theatre, film and family events each season
- Worked directly with curators to schedule the performing arts season for both the Thalia Theatre, 175 seat capacity, and the Peter Jay Sharp Theatre, 880 seat capacity
- Lead line produced and general managed *Surface to Air*, Symphony Space's first Off Broadway endeavor
- Was the liaison between artists and staff for all Symphony Space performing arts events
- Created and implemented a new and more effective system of contacting and confirming artists
- Sole producer and general manager of Dance Sampler, a day long showcase of 16 companies
- Wrote all copy and proof read all company marketing materials
- Managed all arts licensing accounts, including ASCAP and BMI
- Created and tracked event budgets

Manhattan Theatre Club August 2004-December 2005 New York, NY

Artistic Assistant

- Assisted line producers for Broadway and Off-Broadway shows including *Rabbit Hole*, *Doubt*, *Absurd Person Singular*, *Reckless*, *Brooklyn Boy*, *5 By Tenn*, *Moonlight & Magnolias* and others
- Served as the performance coordinator of MTC's Gala, the biggest theatre gala in the country
- Was a key player in programming future seasons: read scripts, dealt with correspondence, attended readings as the staff representative
- Line produced all musical readings, including *In the Heights* and *See What I Wanna See*
- Served as the liaison between artists and MTC staff by coordinating all patron events with artists, running artistic aspects of opening nights, dealt with day-to-day requests of artists
- Was the production associate for MTC's Winter Benefit
- Assisted artistic team in all logistical capacities

The New 42nd Street May 2003-August 2004 New York, NY

Assistant to the Vice President/General Manager

- Worked directly for the vice president to execute contracts, schedule meetings, maintain correspondence pertaining to The New 42nd Street operations, rehearsal studios, New Victory Theatre and Duke Theatre
- Was hands on with the renovation for the last historic theatre to be rented out on 42nd Street in Times Square, which entailed communication with New York City and State, lawyers and contractors as well as potential tenants
- Served as the liaison between performing arts professionals and the vice president as well as the president through organization of The New 42nd Street Gala and Broadway shows rehearsing in company's studios

American Repertory Theatre December 2002-May 2003 Cambridge, MA

Artistic Office Operations Assistant

- Assisted artistic staff in numerous capacities, including the artistic and executive directors
- Worked with artistic coordinator in negotiating and executing Actors' Equity Association contracts and Equity Auditions
- Assisted with the Institute for Advanced Theatre Training in management, publicity and scheduling

New York Stage and Film May 2002-August 2002 New York/Poughkeepsie, NY

Company Management Coordinator

- Scheduled living, travel and rehearsal accommodations for companies of many productions comprised of more than 300 artists, including *Adrift in Macao* and *Tuesdays with Morrie*
- Coordinated several readings and workshops
- Planned and managed opening night festivities, "meet and greet" events and company activities

Education:

Florida State University B.A.— Theatre Management Tallahassee, FL

- Student president of the School of Theatre for two years, elected by 550 member student body
- Artistic director of Freeworks Theatre, the student theatre that produced more than 20 productions
- Founder of Theatre Outreach, an organization that educated more than 500 children annually
- Over 300 hours of community service, leadership in more than 10 school organizations