

Sondra R. Katz

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SUMMARY OF QUALIFICATIONS:

Accomplished Executive with over two decades of success providing exceptional leadership and administrative skills seeks new challenges. Representative Skills: Capacity to multitask; manage numerous, often competing priorities with ease; Organizational leadership of a large number of people in a variety of environments; Keen understanding of financial statements and projections; Adept at reading, drafting and comprehending complex and persuasive business correspondence, labor agreements and contracts.

P&L Responsibility • Budgeting & Finance • Corporate Administration • Crisis Management • Organizational Leadership • Joint Ventures • Consensus Building • Decision-Making • Non-profit management •

PROFESSIONAL EXPERIENCE

GENERAL MANAGER – Huntington Theatre Company April 2009 – June 2025

Respected leader responsible for overseeing all day-to-day operations of a LORT Theatre located in Boston, MA. Duties include oversight of the organization's annual budget which ranges annually from 11,000,000 – 22,000,000, oversight of box office, front of house, Calderwood Pavilion and Huntington Theatre management, Finance, Human Resources and Information Technology. The general manager's office is also responsible for all production budgeting and contracting.

PAVILION MANAGER – Calderwood Pavilion at the BCA June 2004 – April 2009

Played a leadership role in the opening of the new Calderwood Pavilion as part of the Huntington Theatre Company management staff. Continuing leadership role in building operations.

- Creation of building policies and procedures
- Establishing rental rates, documents and procedures and managing all rental activities
- Supervising day-to-day building operations
- Budget preparation and monthly forecasting

VICE PRESIDENT/GENERAL MANAGER – Broadway In Boston July 1990 – Dec. 2003

Respected leader responsible for overseeing all day-to-day operations of a multimillion-dollar theatrical company bringing Broadway tours to Boston; Overseeing operations of the Colonial and Wilbur Theatres and Charles Playhouse; Executive Producer of national tour of A CHORUS LINE and Boston productions of FIVE GUYS NAMED MOE and HEDWIG AND THE ANGRY INCH. Essential duties included:

- Annual and Show budget preparation, weekly forecasting and show settlement
- Disseminate company policy effectively to all employees, aid in implementation of corporate initiatives, adherence to all policies and procedures of CCE and all federal, state and local laws
- Recognized as an expert in Negotiation and drafting of collective bargaining agreements with theatrical unions: IATSE Local 11, Stagehands, Boston Musicians Association, IATSE Local 775, Wardrobe, IATSE B-4, Ushers, IATSE Local 763, Ticket sellers and ATPAM as well as show specific agreements with AEA
- Oversee Day-to-day aspects of business aiding in coordination and communication between departments, staff supervision, etc.
- Preparation and execution of all show-related contracts and other local contracts and supervision of budgets
- Supervision of building operations and restoration work in three 100-year-old properties
- Coordinated booking contracts and import paperwork as well as other advance work for mini tours of Abbey Theatre's MEDEA starring Fiona Shaw and Royal National Theatre of London's HAMLET starring Simon Russell Beale

ASSISTANT PRODUCTION MANAGER – Brooklyn Academy of Music Brooklyn, NY 1986 – 1989

- Coordination of event production in four multi-performance spaces including scheduling time and space
- Dissemination of information to staff and visiting artists, oversee work calls of 10-100 union/non-union labor
- Purchasing agent/procurement of technical equipment; Monitor production budgets
- Problem solving – logistic and budgetary; Supervision of import/export of theatrical goods from Europe

REPRESENTATIVE FREELANCE THEATRE MANAGEMENT EXPERIENCE

COMPANY MANAGER - *B-Movie, The Play* at the Wilbur Theatre, Boston April 1990; *Personals*, Minetta Lane Theatre, NYC 85-86

ASSISTANT THEATRE MANAGER - Broadway – Biltmore Theatre, *Stardust* 87

GENERAL MANAGER - The Sharon Playhouse and Ivoryton Playhouse, CT 82 & 85

ASSISTANT COMPANY MANAGER - *The Life and Adventures of Nicholas Nickleby* Broadway 82

MANAGEMENT ASSOCIATE - McCann & Nugent Broadway Production/General Management/ Firm, NYC 1981 – 1982

PRODUCTION STAGE MANAGER – Assorted Off- and Off-Off Broadway NYC 1981-1985 including two seasons at Riverside Shakespeare Company

Skills: Proficient with both Macintosh and Windows Platforms including Word, Excel, Office 365/Teams, Accounting software such as Sage and QuickBooks • Ticketmaster and Tessitura ticketing software • Notary Public •

EDUCATION

BS in Theatre with Honors from Skidmore College, Saratoga Springs, NY, December 1980
References available on request