

Jasper Matthews

Theatre Technical Coordinator

📞 (412) 555-6842

✉️ jasper.matthews@example.com

🌐 linkedin.com/example/jaspermatthews

📍 Pittsburgh, PA 15217

STRENGTHS

- 🧑‍🎤 **Quiet Production Leadership**
Crew members found steady direction during busy load ins, with clear calls and fewer overlooked details.
- 🔧 **Live Troubleshooting**
When signal issues surfaced before performances, focused testing restored dependable lighting, audio, and video operation.
- ⚙️ **Hands On Fabrication**
Scenic pieces and props moved from approved plans into usable stage elements through patient shop work.
- 📺 **Streaming Coordination**
Camera, switching, recording, uploading, and archiving tasks stayed organized across scheduled livestream events.
- ♥️ **Safety Mindset**
Ladder, rigging, lifting, and equipment handling practices received close attention during demanding production work.

SKILLS

Technical theatre
Console programming
Crew leadership
Scenic construction Livestreaming
Equipment inventory
Production scheduling
Safety practices
Projection mapping
Signal troubleshooting
Lighting operation Audio operation
Video systems Props and rigging
Purchasing coordination

SUMMARY

Theatre Technical Coordinator with eight years of progressive experience supporting theatre, dance, music, film, livestreams, and **special events**. Translates artistic concepts into safe technical plans, practical schedules, crew calls, builds, installations, and live operations. Leads stagehands through construction, **load in**, setup, performances, strike, and maintenance while keeping communication calm and focused. Programs **ETC lighting consoles** and digital audio systems, troubleshoots lighting, audio, video, camera, switching, projection, and streaming workflows, and maintains dependable production records. Hands on work includes scenic construction, painting, props, rigging, staging, **projection mapping**, equipment care, inventory, purchasing, and archives. Brings thoughtful production judgment, steady crew support, and careful attention to details that keep performances moving. Ready to contribute reliable technical leadership within a collaborative performing arts environment.

EXPERIENCE

Senior Technical Production Coordinator

Riverside Performing Arts Center 📅 July 2023 - Present 📍 Pittsburgh, PA

Leads full **technical production** across theatre, dance, music, film, livestreams, and special events. Converts design concepts into coordinated plans, directs crews, supports live operations, and manages equipment resources.

- Converted scenic, lighting, audio, video, and staging concepts into coordinated production plans.
- Programmed ETC lighting and **digital audio consoles**, resolving cue and signal issues before **performances**.
- Directed stagehands through **construction**, load in, setup, show calls, strike, and maintenance.
- Built, painted, repaired, and adapted **scenic elements** and props from ground plans.
- Managed cameras, switchers, **streaming software**, recordings, uploads, and archives for livestream events.
- Tracked technical and scenic inventory, coordinating purchasing and restocking for concurrent productions.

Technical Theatre Specialist

Allegheny Stage Collaborative 📅 June 2020 - June 2023 📍 Pittsburgh, PA

Supported plays, concerts, dance programs, and community events across lighting, audio, video, rigging, staging, scenic work, and crew operations. Combined hands on shop work with console programming and live troubleshooting.

- Delivered **lighting**, audio, video, rigging, and **stagehand support** for varied public events.
- Read **lighting plots**, stage plots, and **scenic ground plans** for equipment layouts.
- Programmed ETC lighting cues and operated digital and **analog audio consoles** during shows.
- Installed projectors and configured projection mapping for scenic surfaces and designer requirements.
- Constructed and repaired platforms, flats, scenic units, and props using shop tools.
- Coordinated **setup** and strike crews while reinforcing ladder, rigging, lifting, and handling practices.

Assistant Technical Coordinator

North Shore Theatre Works 📅 June 2018 - May 2020 📍 Erie, PA

Supported theatrical productions and public events through lighting, sound, video, staging, props, **scenic work**, recording, and maintenance. Built practical experience with live systems, media archives, and safe stagehand operations.

- Prepared lighting equipment from plots and executed console cues during rehearsals and performances.
- Maintained **audio** and **video** equipment, diagnosing connectivity and playback problems through documented repairs.
- Operated cameras and switching workflows for recorded and streamed performances.

LANGUAGES



MY CAREER



- Senior Technical Production Coordinator at Riverside Performing Arts Center (3.2 Years)
- Technical Theatre Specialist at Allegheny Stage Collaborative (3 Years)
- Assistant Technical Coordinator at North Shore Theatre Works (1.9 Years)
- Technical Production Assistant at Cedar Valley University Theatre (1.8 Years)

- Organized media archives after recording and streaming assignments for later access.
- Built and painted scenic pieces and **props** from approved plans in an orderly shop.
- Provided **stagehand support** for load in, show runs, **strike**, lifting, and work at height.

Technical Production Assistant

Cedar Valley University Theatre 📅 August 2016 - May 2018 📍 Cedar Falls, IA

- Supported faculty led **theatre** and **music** productions across lighting, audio, scenic, props, video, and stage operations. Learned live troubleshooting, shop practices, inventory control, and production readiness within a university theatre setting.
- Prepared fixtures, cable, consoles, microphones, and **staging** from lighting and stage plans.
 - Built and painted scenic units in a university shop under technical direction.
 - Operated lighting and sound cues for student productions and resolved live issues.
 - Supported video recording and projection setups, checking signal routing and readiness.
 - Maintained shop inventory, returned equipment after strikes, and documented depleted items.

PROJECTS

Regional Performing Arts Livestream Program 📅 2024

Created a repeatable livestream workflow for cameras, switchers, streaming software, recordings, uploads, and archives across scheduled performances.

Projection Mapping Scenic Installation 📅 2022

Installed projectors and configured mapped scenic surfaces, aligning video output with designer requirements during live performance preparation.

LEADERSHIP & AWARDS

- Recognized by production leadership for dependable console operation and calm troubleshooting during demanding performance calls.
- Selected as a volunteer technical mentor for Pittsburgh Youth Theatre production workshops.
- Earned consistent crew trust through safe load in practices, clear calls, and careful equipment stewardship.

EDUCATION

Bachelor's Degree in Theatre Production

University of Northern Iowa 🎓 GPA: 3.5 📅 2018 📍 Cedar Falls, IA

Coursework: *Lighting design, audio production, scenic construction, stage management*

CERTIFICATIONS

- OSHA 10 Hour General Industry Safety 📅 2024
- ETC LearningStage Eos Family Essentials 📅 2023
- Pennsylvania Driver's License 📅 2023

TECHNICAL SKILLS

- **Lighting Consoles:** ETC Eos, ETC Ion, ETC Element
- **Audio Consoles:** Digital consoles, analog consoles, microphone systems
- **Video Systems:** Cameras, switchers, video playback
- **Streaming Platforms:** Livestream platforms, streaming software, recording workflows
- **Projection Systems:** Projectors, projection mapping, scenic projection
- **Scenic Production:** Platforms, flats, scenic units
- **Shop Fabrication:** Painting, repairs, assembly
- **Stage Operations:** Load in, setup, strike
- **Rigging Systems:** Rigging equipment, ladders, staging
- **Production Management:** Crew calls, production schedules, maintenance
- **Inventory Systems:** Equipment inventory, restocking, purchasing
- **Safety Practices:** OSHA safety, lifting practices, work at height

PROFESSIONAL AFFILIATIONS

- Member, United States Institute for Theatre Technology, supporting continued connection with theatre production practices.
- Volunteer Technical Mentor, Pittsburgh Youth Theatre Production Workshops, guiding young artists through practical production work.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST