

Gavin Lattimer

Stage Manager

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Stage Management

Ragtime	Assistant Stage Manager	Dir. Casey Stangl	Chance Theater
Tigers Be Still	Assistant Stage Manager	Dir. Marya Mazor	Chance Theater
The Mystery of Edwin Drood	Production Stage Manager	Dir. Patti Cumby	Curtis Theatre
A Chorus Line	Production Stage Manager	Dir. Tim Espinosa	Fullerton College
Bright Star	Production Stage Manager	Dir. Tim Espinosa	Fullerton College
Thoroughly Modern Millie	Stage Manager	Dir. Tim Espinosa	Fullerton College
13 Past Midnight	Assistant Stage Manager	Dir. Candice Clasby	Fullerton College
The Christians	Stage Manager	Dir. Michael Serna	Costa Mesa Playhouse
Grease	Stage Manager	Dir. Stephen Reifenstein	Newport Harbor High School
Shrek The Musical	Stage Manager	Dir. Pauline Maranian	Estancia High School
Legally Blonde	Stage Manager	Dir. Stephen Reifenstein	Newport Harbor High School
Arsenic and Old Lace	Assistant Stage Manager	Dir. Joe D'Aquino	Newport Harbor High School

Related Experience

Box Office Associate	Chance Theater	Dec 2019 - Present
As a box office associate, I provided courteous and professional customer service, answered questions via phone and email concerning reservations, subscriptions, events, tickets, and schedules, maintained and modified records and filing systems on the ticketing system ArtsPeople regarding patrons and productions, and provided the office with general clerical support.		
Production Management Intern	Chance Theater	Jan - Aug 2019
As an intern, I participated in local casting, helped run auditions, maintained a casting database; provided back-up to the Production Manager for tech prep, preview set up, and maintenance, observed and took notes for Production Meetings, assisted with Contracting and Budget Tracking, and provided clerical and box office support.		
Gala Activities Manager	Chance Theater Gala	August 2019
As the Activities Manager for the Chance Theater Gala, I oversaw janitorial, box office, check-in, karaoke, bar, food, wine pull, and casino staff. Before the gala, I assisted in staffing, planning, and set-up. During the gala, I dealt with issues as they arose and helped to keep the event on schedule.		
Production Stage Manager 2019-2020 Season	Fullerton College	Aug 2019 - Oct 2020
As the Production Stage Manager for the 2019-2020 season, I helped to lead the two stage management teams per semester, called one production per semester, assisted with creating production calendars, took production meeting notes, provided the theatre arts office with clerical support, and other tasks that were needed of me at the time.		

Skills

California Class C Drivers License, Dante Level 1, QSYS Level 1, Can Read Sheet Music, Microsoft Office Proficient, Adobe Creative Cloud Proficient, Google Suite Proficient, StageWrite Proficient, ProductionPro Proficient

Education

Fullerton College	Associate in Arts for Transfer: Theater Arts Certificate in Stage Management	Expected Spring 2021
Newport Harbor High School	High School Diploma	Received June 2018

References

References available on request.