

Jenna Gragg

she/her/hers

- Creative Problem Solver • Scheduling & Logistics Aficionado • Quick & Eager Learner •

Education

**Master of Arts Leadership &
Cultural Management**
Colorado State University
2021

BA Theatre —Design / Technical
Minor: Dance
Colorado Mesa University
2015

Relevant Experience

Assistant General Manager

Mizel Arts & Culture Center 2022-Present

- Build and implement a strategy for the annual programming season: four to six major events, two film festivals, one theatre production, five summer camp sessions
- Create and track annual budget (\$800k)
- Manage logistics of annual Denver Jewish Film Festival film selection process (~40 films from 250+ submissions), with two teams of volunteers (total 50 volunteers)
- Manager on Duty as needed

Independent Contractor—Lighting Design & Stage Management—www.jennagragg.com

Denver, CO 2016 to Present

- Design lighting for multiple productions, including small dance tours, theatre/musicals, and concerts
- Stage manage dance and theatrical productions:
Call shows, generate rehearsal reports, schedule rehearsals and show calls
- Contracted by: Parker Arts, Sasquatch Productions, BalletX, Northglenn Arts/Youth Theatre, Lutheran High School, Colorado Mesa University, Inspire Theatre, Zikr Dance, Apex Dance, Rocky Mountain Theatre for Kids, Canyon Concert Ballet, Denver Ballet Theatre

Administrative Coordinator

Mizel Arts & Culture Center 2021-2022

- Coordinate travel logistics for 10+ individual presented artists
- Lead front-of-house customer service efforts for individual events, two film festivals, and daily matters
- Create copy for multiple marketing streams (social media, print, email)

Cultural Arts & Production Coordinator

Mizel Arts & Culture Center 2021

- Create social media content for all festivals and arts center programs
- Coordinate the execution of the inaugural ReelAbilities Denver film festival
- Create virtual box office reporting for festivals and events
- Provide administrative support for education, grant reporting, & marketing
- Operate technical equipment for live events

Production Manager & Resident Lighting Designer

Colorado Conservatory of Dance 2019- 2020

- Hired & supervised contractors and volunteers for technical needs
- Operated live streamed events and supported website development for annual fundraising efforts
- Purchased and maintained technical equipment within studio theatre space
- Lead and scheduled performance tour operations

Relevant Experience Continued

Non-Profit Leadership Intern

Colorado Conservatory of Dance 2020

- Collaborated on creating a non-profit organization from the ground up
- Surveyed local stakeholders for initial market research
- Determined programming, marketing, & budget plans for an inaugural event
- Presented idea to local stakeholders to determine feasibility and next steps

Executive Leadership Intern

Mizel Arts & Culture Center 2020

- Provided festival support through box office, house management, and technical operations tasks
- Analyzed Y2Y financial goals and budgets for annual festival operations
- Shadowed internal & external board meetings & gained an understanding of various organizational structures
- Analyzed organizational structure & annual granting procedures.

Stagehand Lead

Town of Parker 2016-2019

- Managed lighting department and acted as the venue contact for rentals and presented performers
- Coordinated staff schedules between departments and supervised teams of 2-3 stagehands
- Designed and operated lighting for both rental and presented performances
- Assessed incoming technical riders and contracts for lighting needs

Assistant Production Manager

Vail Dance Festival 2017 Season

- Assisted coordination of equipment and personnel for on-site performances
- Managed load-in and out, show production, and company needs for off-site performances
- Worked as deck crew during select on-site performances

Master Electrician

American Dance Festival 2015 Season

- Supervised and educated a team of up to ten interns on proper electric techniques and design theories
- Assessed technical riders and contracts for lighting needs while communicating with lighting supervisors
- Organized and executed electric changeovers

Skills

Customer Service, Scheduling, Organization, Data Entry, Collaboration, Delegation

Software:

Asana, Outlook, Teams & Microsoft Office Suite, Google Suite, Canva, SurveyMonkey, MailChimp, Eventive, Auctria, Streamyard, Arts People Ticketing, Zoom, Dropbox, Squarespace, Major Social Media Platforms, Windows 10 & 11

Specialized:

Vectorworks Drafting, Lightwright, Lighting Console Programming (ETC Ion, Hog 4), QLab, Color Theory, Lighting Design, Stage Management

References Available Upon Request