

# Rena Gavigan

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## **Education**

Circle in the Square Theatre School, Musical Theatre Conservatory  
State University of New York at Oneonta

## **Director & Choreographer Experience**

*Director/Choreographer at Pied Piper Youth Theater, Stormville, New York*  
January 2019 – Present

- Collaborator in show selection. Conceive production concept & vision. Audition students and cast production. Create rehearsal schedule and organize production meetings. Stage and choreograph all aspects of the production. Collect and create all props and costumes. Oversee and organize all aspects of tech and performance.

*Director/Choreographer at Westchester Sandbox Theatre, Westchester, New York*  
September 2018 – August 2019

- Work in tandem with Artistic Director on productions with students ranging in age from kindergarten to college age. Collaborate with all members of the creative team on all aspects of the production including staging, choreography, costumes, props, set, etc.

## **Production Experience**

*Stage Manager at Westchester Sandbox Theatre & White Plains Performing Arts Center, Westchester, New York*  
October 2017 – August 2019

- Take attendance, run rehearsals, record all staging, arrange all set pieces, props, and costumes before every rehearsal and performance, facilitate microphone changes between actors, open line of communication at all times between production crew, designers, actors and front of house. Strike production.

*Costumer at Lighthouse Youth Theatre, Westchester, New York*  
January 2018 – January 2019

- Research theatre production, measure children, gather costumes, organize and label all costumes. Create documents with all costume info, transfer costumes to theatre, and efficiently manage costumes during production. Costumed up to 8 casts of one production. (200+ children per semester)

*Assistant Stage Manager at Compagnia de' Colombari, New York, New York*  
August 2017 – June 2018

- Take attendance, organize rehearsal space, distribute and collect rehearsal props & costumes. Create run sheet noting all actor entrances, exits and shifts onstage. On headset during performance, hand actors props, quick changing actors, cue stage crew. Strike production

*Costumer/Seamstress for Yorktown Stage, Westchester, New York*  
June 2014 – August 2014

- Adjust and repair costumes during the rehearsal process and run of the show. Machine and hand sewing.

## **Theatre Educator Experience**

*Musical Theatre Instructor at Westchester Sandbox Theatre, Westchester, New York*  
September 2018 – June 2019

- *Kindergarten – 2<sup>nd</sup> Grade Class (12 students):* Teach song and dance ensemble pieces from a variety of child friendly musicals. Basic vocal and dance instruction with an introduction to musical theatre acting.
- *3<sup>rd</sup> – 5<sup>th</sup> Grade Class (18 students):* Teach song and dance ensemble pieces from a variety of Broadway musicals. This class also focuses on the different tools actors can use to tell stories, as well as the different aspects of theatre that enhance storytelling. Students also work on musical theatre scenes and vocal solos.

*Improv Instructor at Lighthouse Youth Theatre, Westchester, New York*  
September 2018 – January 2019

- Teach weekly Improv class for ages 7-15. The class focuses on students freeing themselves from inhibitions, acting on impulses, and being brave in a judgement-free and inclusive environment.

*DramaBee Theatre Educator at DramaBee, Westchester, New York*  
March 2018 – December 2018

- Teach pre-school aged students a new musical every 10 weeks including several songs, dances and scenes. At the end of the 10 weeks, show is performed in front of parents and friends. Program is designed to help develop speaking skills, build confidence, enhance early social skills, and foster creative learning.

*Theatre/Dance Teacher at Epic Dance Center, Westchester, New York*  
October 2015 – Present

- Create and teach a new theatre workshop/class. Teaching monologue work, improv, musical theatre dance, mock auditions, singing. Write scenes and compile songs to create revues for performances

### **Administration/House Management Experience**

*Administrative/Marketing Consultant at The Dance Conservatory, Westchester, NY*  
March 2019 – Present

- Craft weekly and monthly email newsletters. Coordinate policy and procedure for major events and day-to-day activities. Promote classes, registration, events, and summer camp on multiple social media platforms.

*Associate Producer/Office Staff at Lighthouse Youth Theatre, Westchester, New York*  
September 2018 – February 2019

- Answer phone calls, emails, and communicate with current and prospective student parents. Assist with registration, class and show schedules, private lesson schedules and payment for all, create performance playbills.

*Social Media Coordinator at Pied Piper Youth Theater, Stormville, New York*  
January 2019 – Present

- Create multiple posts per week on Instagram and Facebook about upcoming shows, auditions, camps and workshops. Also create daily Instagram stories, and Facebook events for upcoming happenings

*Office Administrator & House Manager at Chappaqua Performing Arts Center, Westchester, New York*  
September 2018 – February 2019

- Answer phone calls and emails. Communicate with current and prospective clients regarding theater rentals, ticket sales and scheduling events. Seat patrons before performance, sell concessions, clean and regulate the theater at all times, open and close theater.

*Social Media Coordinator at Westchester Sandbox Theatre, Westchester, New York*  
September 2017 – August 2019

- Create multiple posts per day on Instagram and Facebook about upcoming shows, auditions, camps and workshops. Also create daily Instagram stories, and Facebook events for upcoming happenings

*Instagram Content Coordinator at Circle in the Square Theatre School, New York, New York.*  
September 2015 – June 2017

- Compile and edit media to be posted on page. Make final decisions on what content will be shared. Ensure content is published in a timely manner.

*House Manager at Yorktown Stage, Westchester, New York*  
September 2009 – May 2012

- Seat and greet patrons before performance, sell and inventory concessions, clean and regulate the theater at all times, organize work schedules of all volunteer ushers, open and close theater

*Summer Intern at Rosco Laboratories, Stamford, Connecticut*  
June 2012 – August 2012

- Organize company files, data entry, and assist employees.

### **Computer/Technological Skills**

• Proficient with Google Workspace, Microsoft Office, Canva, Wix.com, Facebook, Instagram, Dance Studio Pro, 17hats.

*References available upon request.*

# Rena Gavigan

**DIRECTOR – CHOREOGRAPHER – TEACHING ARTIST – STAGE MANAGER**

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## Director, Choreographer & Stage Management Experience

Director/Choreographer/SM	<i>Godspell JR</i>	Pied Piper Youth Theater
Director/Co-Choreographer/SM	<i>Matilda</i>	Pied Piper Youth Theater
Co-Director/Co-Choreographer/SM	<i>Sweet Charity</i>	Westchester Sandbox Theatre
Director/Choreographer/SM	<i>25<sup>th</sup> Annual Putnam County Spelling Bee</i>	Pied Piper Youth Theater
Co-Director/Co-Choreographer/SM	<i>The Little Mermaid Jr.</i>	Westchester Sandbox Theatre
Director/Choreographer/SM	<i>SnowBiz</i>	Westchester Sandbox Theatre
Assistant Director/Stage Manager	<i>Noises Off</i>	Westchester Sandbox Theatre
Assistant Stage Manager	<i>Merchant of Venice</i>	Compagnia de' Colombari - AEA
Stage Manager/Costume Coordinator	<i>Cinderella</i>	Westchester Sandbox Theatre
Stage Manager	<i>High School Musical</i>	Westchester Sandbox Theatre
Stage Manager	<i>Footloose</i>	Westchester Sandbox Theatre
Assistant Choreographer	<i>25<sup>th</sup> Annual Putnam County Spelling Bee</i>	SUNY Oneonta
Assistant Stage Manager	<i>The Misanthrope</i>	SUNY Oneonta

## Production Experience

Costume Coordinator	<i>Cats</i>	Lighthouse Youth Theatre
Costumer	<i>The Little Mermaid Jr.</i>	Lighthouse Youth Theatre
Costumer	<i>Seussical</i>	Lighthouse Youth Theatre
Fight Captain	<i>Cabaret</i>	White Plains Performing Arts Center
Seamstress	<i>Joseph and the ... Dreamcoat</i>	Yorktown Stage
Stagehand	<i>Spamalot</i>	Yorktown Stage

## Administration Experience

Associate Producer/Office Staff	Lighthouse Youth Theatre	September 2018 – February 2019
Administrative/Marketing Consultant	The Dance Conservatory	March 2019 – Present
Social Media Coordinator	Pied Piper Youth Theater	January 2019 – Present
Social Media Coordinator	Westchester Sandbox Theatre	September 2017 – June 2019
Office Administrator	Chappaqua PAC	September 2018 – February 2019
Instagram Content Coordinator	Circle in the Square Theatre School	September 2015 – June 2017
Office Intern	Rosco Laboratories	June 2012 – August 2012
House Manager	Yorktown Stage	December 2009 – March 2011

## Theatre Education Experience

Summer Stage Director & Educator	Arc Stages	Summer 2020 – Present
Musical Theatre Educator	Epic Dance Center	October 2015 – Present
Musical Theatre & Acting Educator	Pied Piper Youth Theatre	May 2019 – Present
Musical Theatre Educator	Westchester Sandbox Theatre	September 2018 – June 2019
Improv Educator	Lighthouse Youth Theatre	September 2018 – January 2019
DramaBee Educator	DramaBee	March 2018 – December 2018

## Related Skills

Proficient in Google Workspace, Microsoft Office, Canva, Wix.com, Facebook, Instagram, Dance Studio Pro, 17hats.  
Stage Combat Training (armed & unarmed), Reads Music, Intermediate Piano, Licensed Driver

## Education

Circle in the Square Theatre School, Musical Theatre Conservatory  
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