

Samantha Sweet

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EDUCATION

College of the Holy Cross, Worcester, MA Expected May 2021
Bachelor of Arts, Economics and Theatre, **3.32/4**

WORK EXPERIENCE

- Stage Manager, Broken Leg Theatre*, Melrose, MA Summer 2020
- Manage two productions of 17 middle school students in a summer camp during the pandemic
 - Collaborate with the production team and student actors, prioritizing and coordinating multiple schedules and projects
 - Aid Director in the production process while anticipating and resolving possible conflicts
- Costume Shop Assistant, Theatre Costume Shop*, Worcester, MA Fall 2019- May 2021
- Assist shop manager in planning and construction of costume pieces
 - Support cast backstage during performances, working quickly under pressure
- Social Media Manager, Theatre Department*, College of the Holy Cross Spring 2018 - May 2021
- Targets social media posts to prospective students to encourage growth in the department
 - Compose, edit and proof all social media posts on both Instagram and Facebook in order to highlight work being done by students
- Youth Cast Supervisor, Boston Ballet's The Nutcracker*, Boston, MA Winter 2019
- Oversee a group of 10 children ages 7 to 14 as they go through their performance track
 - Manage complex and overlapping schedules in a high-intensity environment
- Administration and Education Intern, Boston Ballet*, Worcester, MA Summer 2019
- Assist high-level administrators in running a residential camp for over 100 dancers
 - Support parents as they adjust to a high-intensity residential camp for their students
- Residents Assistant, Office of Residence Life and Housing*, Worcester, MA Fall 2018 - Spring 2019
- Anticipate the needs of the community in order to keep residents safe and healthy
 - Collaborate with a team of other RAs to enforce policy and foster community
- Cashier/ Laundry, Dining Services*, Worcester, MA Fall 2017- Spring 2019
- Notetaker, Disability Services*, Worcester, MA Spring 2018 - Spring 2019

LEADERSHIP AND SERVICE

- Alternate College Theatre**, College of the Holy Cross
- Chair* Spring 2019 - Spring 2021
- Communicate with a group of 13 board members to plan community-building events and articulate directors priorities
 - Budget the theatrical year with 15,000 dollars allocated from the Office of Student Involvement
 - Schedule, plan, and host weekly board meetings, both in person and over Zoom
 - Act as a liason for student board members in meetings with faculty office members and department staff
- Costume Designer, Into the Woods and Bare* Spring 2018 - Spring 2021
- Collaborate with the director to create a cohesive vision for the production
 - Budget for and purchase costumes for around 20 cast members
- Board Member* Spring 2018 - Spring 2019
- Student Advisory Committee, Theatre Department*, Worcester, MA Spring 2018 - Spring 2021
- Treasurer of Brooks-Mulledy House Council, Residence Hall Association* Fall 2017 - Spring 2018

SKILLS

Computer: Microsoft Office Suite, Canva, Google Drive, Davinci Resolve, Basic Tessitura, Zoom