

KARIN HASSENGER

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WORK EXPERIENCE

Rider University (Lawrenceville, New Jersey)

Director of Performance Management, August 2022 – November 2022

- Lead a department of two full-time reports plus graduate assistants and student staff in administration, front-of-house operations, and logistics for public performances and tours of Westminster Choir College and School of Communication, Media and Performing Arts students.
- Oversee booking, contracting, event logistics, ticketing, marketing, communications and social media output regarding University performing arts productions, in cross-departmental collaboration with faculty and staff, public safety, vendors, venues, guest artists and public audiences.

Yuanfudao, Inc. dba ZebraEnglish (Remote)

Online ESL Teacher, June 2020 – September 2021 (independent contractor)

- Use app-based interactive digital platform to teach 25-minute English lessons to Chinese-speaking students, providing feedback on speaking, listening and grammar. Over 2100 classes taught.

Santa Monica-Malibu Unified School District (Santa Monica, CA)

Theatre Operations, Film Permits & Special Events Supervisor, December 2016 – August 2019

- Hire, train and supervise union public-school employees, coordinate logistics, maintain facility safety, district assets and operations in accordance with municipal codes, Board policies and the State of California Civic Center Act.
- Market, tour, rent and staff District facilities for live event, performance and meeting rentals at sixteen campuses including 1250-seat WPA landmark Barnum Hall and 3000-seat outdoor Greek amphitheater. Ensure client satisfaction, execute contracts and negotiate fees; maintain public safety, accessibility and sustainability in all venues. Project manage facility improvements and tech upgrades in theater spaces.
- Certified in Adult, Youth and Infant First Aid and CPR/AED.

Raphael/Wilson Productions (Los Angeles, CA)

Personal & Creative Assistant, Casey Wilson and June Diane Raphael, March 2015 – July 2016

- High-volume scheduling, travel coordination, event planning, personal shopping and household management, problem solving and support for two busy actor/comedian/writer/producers with an overhead deal at ABC Television Studios.

Pacific Standard Films (Los Angeles, CA)

Creative Executive and Assistant, April 2012 – May 2014

- Create and maintain administrative organizational systems for start-up company, handling legal documents, talent acquisition lists and confidential information.

- Read and evaluate books and scripts for female-driven production company helmed by actor/producer Reese Witherspoon and producer Bruna Papandrea.
- Track new talent and foster relationships, develop film and television projects.
- Credited on-location producer's assistant on Oscar-nominated feature film WILD (2014).

Creative Artists Agency (Los Angeles, CA)

Executive Assistant to Richard Lovett and Assistant to Motion Picture Agents, May 2007 – March 2012

- High-volume written and verbal communication, scheduling, logistics, international travel, transcription and research for company President.
- Liaise with industry leaders in a fast-paced environment while providing exceptional client service.
- Selected for Agent Training Program; cross-departmental training in film, TV, lifestyle, licensing, philanthropy, corporate marketing, communications, team building and leadership.

Pacific Production Services (Los Angeles, CA)

Field Services, May 2005 – January 2020 (Freelance)

- Physically survey neighborhoods surrounding film locations and gather resident concerns.
- Strategize with location managers to resolve concerns, file written surveys with detailed location maps.
- Meet tight deadlines to obtain legal permits for professional filming productions.

Alliance Theatre (Atlanta, GA)

Assistant to Director of Finance, 2003 –2005

- Process accounts receivable, maintain confidential employee files and record journal entries.
- Attend Board meetings, transcribe and distribute minutes.
- Part-time House Manager for LORT-B mainstage and LORT-D black-box theaters.
- Part-time Acting School instructor for youth and adult acting classes in Education Department.
- As needed event staff for opening night galas and annual Christmas House fundraisers.

EDUCATION

Chapman University, M.F.A. in Film & Television Producing, Orange CA, 2007

Valdosta State University, B.F.A. in Theatre Arts, Valdosta GA, 2000 *cum laude*

Program accredited by the National Association of Schools of Theatre

SKILLS

Logistics

Operations

Communication

Travel

Problem-solving

Teamwork

Film production

Proofreading

Organization

Event managing

Client relations

Theatre

Accounting

Marketing

Multitasking

Budgeting

Scheduling

Research

Story analysis

Emergency
procedures