

# Cassie Pierce

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## EXPERIENCE

### **Producer/Developmental Manager, Co.llective Arts Productions** 2022-2024

- Facilitated Every Step of: Play Selection, Development, & Production
- Personable Liaison Between Board, Donors, Audience and Artists
- Prepared Meeting Briefs for Board and Production Meetings
- Created and Negotiated Actor and Production Team Contracts
- Coordinated Season Auditions and Show Callbacks
- Conceived of Community Outreach Opportunities and Talkbacks
- Developed Calendar and Communication Packet for Each Production
- Produced Templates for and Organized Promotional Materials, Contracts, Budgets, and More!

### **Executive Assistant, Prairie Surf Media** 2023

- Enthusiastic Main Line of Communication with Clients via Email, Phone, Website & In Person
- Built Budgets for Various Clients and Managed Daily Deliverables
- Managed Travel and Hospitality Arrangements
- Dramaturgically Researched on Documentary Productions and For Commercial Clients
- Fact-checked and Summarized Information for Production and Writing Team
- Ran Errands to Send Mail, Obtained Set/Office Supplies, Picked Up Ordered Materials
- Confidential Aid to Producers and First Point of Contact for Interns

### **Patron Services, SheDFW Festival** 2024

- First Friendly Face Seen in the Space
- Took Tickets and Provided Promotional Material
- Line of Communication Between Box Office and Back of House

### **Audience Respondent, Great Plains Theatre Conference** 2022-2023

- Attended and Responded to Twelve Productions in Four Days of New Plays
- Participated in Feedback Discussions with Playwrights in Development
- Representative for Multiple Institutions While Building Connections

### **Experience Specialist, National Soccer Hall of Fame** 2020-2022

- Managed Box Office and Inside Interactive Exhibits
- Facilitated Tours to High Profile Individuals and Large Groups

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## POINTS OF INTEREST

- Proficient in Microsoft Office Suite, Outlook, Teams, Slack, Google Workspace
- Grant Recipient: Gilman Scholar for Germany Study Abroad and Solo Travel
- Finalist for Berkeley Rep Artistic Fellowship
- Self Produced, Dramaturged, Devised, Written, Directed, and Acted in Multiple Productions
- Van Heflin Award Recipient for Most Promising Student, University of Oklahoma School of Drama

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## EDUCATION

UNIVERSITY OF OKLAHOMA, Norman, OK

**Bachelor of Fine Arts** in Drama (Emphasis: Dramaturgy & Acting)

**Minor: Arts Management and Entrepreneurship**

- Fundraising, Entrepreneurship, Negotiations & Marketing
- Directing 1 & 2, Theatre Management
- Acting and Direction: Special Studies
- Dramaturgy, Dramatic Structures, Playwriting, Latinx Theatre & Politics
- Chicago, New York, LA Showcase

Dr. Stan Renard  
Seth Gordon  
Ashley Brooke Monroe  
Dr. Nahuel Telleria  
Madison Neiderhauser