

*Laura E. Krus*

832.493.1334

Lauraekrus@gmail.com

## Experience

- Assistant Stage Manager – Kansas City Ballet 2021-Current
  - Responsibilities – Assist with day to day operations of the rehearsal and performance spaces, run the deck during tech rehearsals and performances, coordinate and supervise Student's Stage Managers as needed, attend student performer rehearsals, communicate with guardians regarding rehearsal updates and questions, assist with the coordination of Company Auditions for the 2022-2023 season and assist with the coordination of guest travel
- Production Stage Manager – American Dance Festival 2022
  - Responsibilities – Communicate with professional companies about their needs in the theatre, direct and supervise a crew of interns, work with the production team to create a weekly schedule, communicate and collaborate with the House staff
- Events Student Professional – Oklahoma City University 2021
  - Responsibilities – Help plan safe virtual and in-person events on campus, Communicate needs for various events to colleges, staff, and students, Analyze survey responses, track and organize all paperwork used for events, Mark attendance at events, generate social media graphics and language, update website
- Assistant Stage Manager – Oklahoma City University (*Black Girl, Interrupted*) 2021
  - Responsibilities – Attend all rehearsals, help prepare and maintain paperwork, track all costume pieces, schedule all costume fittings, attend shop check-ins, assist in creating rehearsal reports, attend production meetings and distribute notes, ensure that the theater is locked up at the end of rehearsals
- Production Department Head – Oklahoma City University 2020
  - Responsibilities – Design a concept for all documentary segments, schedule all interviews, communicate vision to all editors, collaborate with the production team and director
- Office Manager – Classic Courriers 2020
  - Responsibilities – Communicate with customers, design website, answer phone calls and emails, take and dispatch orders, keep track of drivers, complete weekly and monthly billing, organize files
- Light Board Operator – Oklahoma City University 2019
  - Responsibilities- Hang and focus lighting instruments, patch, cue, and operate ETC Element light board during performances, dimmer check, run cable, run DMX, assist in instructing underclassmen during load-in and strike
- Reference Chairwoman – Phi Mu at Oklahoma City University 2019-2020
  - Responsibilities – Assist the Recruitment Director in training the chapter members for recruitment, organize files of potential new members, match potential new members to current chapter members, and keep track of all conversations between potential new members and current chapter members

*References Available upon request*

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## **Education – Oklahoma City University**

*B.S in Dance Management with a minor in Stage Management*

### **Relevant Courses**

- Advanced Stage Management
- Business Communication and Technical Writing
- Contracts & Management for Arts Managers
- Management of Nonprofit Performing Arts Organizations
- Theatrical Production Management
- Touring Performing Arts Organization

## **Qualifications**

- Customer Service Experience
- Moving Light Board Certified on a MA dot2
- Proficient in Microsoft Word, Excel, PowerPoint, QLab, and Airtable
- Proficient in Hootsuite and Canva
- Run an ETC Element Light Board
- Web Design experience

*References available upon request*