



# Shantez M. Tolbut, MFA

Theatre Practitioner | Storyteller | Educator

773.220.9388

smtolbut@gmail.com

www.blackstageeverything.com

Chicago | New York City

## AREAS OF EXPERTISE

### New Play Development & Advocacy

- Promotes new and original BIPOC theatrical work on my platform.
- Works as a freelance non-union SM/Dramaturg/Script Reader on primarily new and original plays, musicals, and operas in NYC, LA, and Chicago.
- Produced my own staged reading for my award-winning play.
- Directed and produced over 20 original works of theatre made by students in various school programs and summer camps across the nation.

### Leadership

- Managed annual global exchange summer camp with 30+ girls (ages 7-20) at The Other Side Intercultural Theatre (TOS), partnering with a school of African refugee girls in Staten Island (Napela) and a girls' school in Jattari, India (BSPES).
- Aided in managing the annual/quarterly budgets and co-organized donor events.
- Oversaw operational functions and conducted department meetings.

### Artistic Programming & Community Engagement

- Creates original arts programming/online content that highlights the BIPOC theatre community.
- Seeks out community partnerships through field research, show/event promotion, press opportunities & interviews.
- Founded a digital space where BIPOC theatremakers can find career opportunities, support & promote original work, and network with one another.
- Processes broad knowledge of live performance of all mediums and genres, theater history, American playwrights, and the contemporary theater landscape, both regionally and internationally.

## SKILLS

- **Online Organizational Tools** such as Google Suite, Microsoft Office Suite
- **Virtual Workplace Apps** such as Zoom, Trello, Monday, Slack, Asana, Tick
- **Writing, Design & Video Editing Apps** such as Canva, Photoshop, Adobe, Final Draft, Celtx
- **Social Media** such as Facebook, Instagram, Twitter, Tik Tok, Clubhouse, LinkedIn, YouTube
- **Writing** such as playwriting, criticism, editing, poetry, applications, blogging, articles, newsletters, email templates, scripts, etc.
- **Communication** such as interpersonal, corporate, intercultural, communal, etc.
- **Management** of Projects, Programs and the Stage
- **Facilitation** such as Teaching, Hosting, Workshop Leader and Developer

## EDUCATION

St. Francis College –M.F.A. in Creative Writing w/concentration in Dramatic Writing  
Northeastern Illinois University –B.A. in Communications, Media & Theatre  
B.A. in Women's and Gender Studies

## SUMMARY

Project Manager of the arts, Facilitator & Writer who is an exceptional written and verbal communicator and relationship builder whose leadership style thrives in inclusive collaboration and community.

## SELECTED TENURE

**Production Stage Manager**  
*National Black Theater*  
May 2023 to Current

**PSM/Dramaturg/Script Reader**  
*Live and In Color Productions*  
August 2022 to Current

**Literary Manager/Dramaturg**  
*The Creative Co-Lab*  
March 2022 to Current

**Founding Executive Director**  
*Black Stage Everything*  
June 2021 to Current

**Production Stage Manager**  
*Hazing U Off-Broadway*  
Jan 2023 to March 2023

**Dramaturg**  
*Villagers Theatre*  
December 2022 to February 2023

**Expanded Learning Program Manager & Theatre Teacher**  
*Libertas College Preparatory School*  
July 2019-May 2020

**International Program Manager /TA**  
*The Other Side Intercultural Theatre (TOS)*  
May 2016-Aug 2018