

ROBERT E. WILLIAMS II

REWILLIAMSII@THEATRE@GMAIL.COM / 228-596-2785 / (THEY/THEM)

EDUCATION

University

Marymount Manhattan College, B.A. Theatre History & Performance Texts
Graduate May 2020

INTERNSHIPS

Playhouse on the Square

Administrative/Front of House Intern

June 2020-June 2021

- Manage front of house during hours of operation
- Maintain theatre databases including mailing lists, marketing, and advertising
- Organize and direct volunteer staff members

The New Group

Literary Intern

January 2020-May 2020

- Sourced and recommended plays for development
- Evaluated scripts and provide feedback to playwrights and agents
- Assisted organizing and executing readings for new theatrical works

EXPERIENCE

John Gore Organization

Broadway Classroom Representative

December 2019-March 2020

- Coordinate schedules with teaching artists and tour groups for workshops
- Arrange studio spaces for workshop group needs
- Act as a representative for Broadway Classroom and the John Gore Organization

Marymount Manhattan College

Student Theatre Recruiter

September 2018-May 2020

- Update current theatre program(s) information and audition records
- Arrange audition schedules for 200 auditionees per audition date
- Communicate with numerous perspective students via e-mail and phone

SKILLS

- *Vendini Ticketing*
- *Google Doc, Spreadsheets*
- *Microsoft Word, Excel*
- *Phone & E-mail Etiquette*
- *Time Management*
- *Creative Problem Solving*

REFERENCES

KEVIN KEMLER / ASSISTANT DIRECTOR OF FINE & PERFORMING ARTS ADMISSIONS
MARYMOUNT MANHATTAN COLLEGE
kkemler@mmm.edu | 212-517-0514

TIFFANY LAPEARL / SENIOR OPERATIONS MANAGER
BROADWAY CLASSROOM
tlapearl@broadway.com | 212-307-2193

IAN MORGAN / ASSOCIATE ARTISTIC DIRECTOR
THE NEW GROUP
ian@thenewgroup.org | 212-244-3380 ext. 303