

CLAIRE THOMPSON

CONTACT INFORMATION:

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SKILLS:

Administrative Support: Verbal & written communication, telephone etiquette, contract and hiring experience.

Event Coordination: Budget management, tracking documentation, calendar, and scheduling management.

Communication Skills: Proficient writing, clear communication (in person, one-on one, in meetings, over zoom, over the phone, & via email), and presentation skills.

Team Collaboration: Organizational skills, attention to detail, and problem-solving skills.

Backstage Operations: Wardrobe organization, inventory monitoring, and pre/post-production planning.

Teaching Experience: Worked with ages 4-18; knowledge of planning lessons, running activities, communicating with parents and children.

Computer Skills: Proficient in Microsoft Office, Google Drive.

Carpentry: Trained in power tools, electric saws. Knowledge of measurements and how to read drafting materials.

PROFESSIONAL SUMMARY:

Dedicated professional with a bachelor's degree, extensive managerial and artistic experience in the theatrical field, and excellent customer service skills. Experience in producing and event planning with a strong set of abilities, displaying proficient organizational and project management skills. Adaptable and a quick learner, able to adjust to new situations, pick up new skills, and address problems on the fly.

WORK EXPERIENCE:

PRODUCTION MANAGEMENT AND STAGE MANAGEMENT APPRENTICE

Trinity Repertory Company, Providence, RI

August 2024 - April 2025

- Scheduled meetings between the Producing Director, Assistant Production Manager, Department Heads, Production Teams, and independent directors and designers; took notes during those meetings.
- Read materials and drafted notes and summaries for dissemination.
- Created a season calendar based on finances and artistic vision, offering multiple different options and revising each draft based on feedback received.
- Drafted and sent out contracts and other paperwork.
- Managed paperwork to track props, costumes, and other materials.
- Assisted with backstage operations, always ensuring safety.

ASSISTANT DIRECTOR

Penobscot Theatre Company, Bangor, ME

May - June 2025

- Worked closely with the Director to ensure their vision was achieved.
- Worked with Director, Music Director, Choreographer, and Stage Management to run the rehearsal process.
- Took notes during rehearsals for the Director and discussion based on own analysis of work as well as the Director's analysis.
- Communicated notes, ideas, instruction, and direction to actors, designers, technicians, and musicians.

STAGE MANAGER AND TEACHING ARTIST

Penobscot Theatre Company, Bangor, ME

June - August 2022; June - July 2024; June - July 2025

- Was one of 4 primary teaching artists, working with ages ranging 4-18.
- Created spreadsheets to document all necessities to ensure a successful rehearsal and performance period.
- Created lesson plans to keep class both entertaining and educational.
- Supervised kids and ensured their safety.
- Served as the primary point of contact for parents, sending daily emails with schedule updates and other pertinent information.

EDUCATION AND TRAINING:

Bachelor of Arts, Brown University

May 2024

Magna Cum Laude, Phi Beta Kappa

Double Concentration in Theatre Arts
and Performance Studies and History

Production Management & Stage

Management Apprentice, Trinity

Repertory Company

August 2024-April 2025

Consortium for Advanced Study

Abroad, Trinity College Dublin

August-December 2022

REFERENCES:

Available upon request.

- Served as primary contact for all the departments to ensure clear communication.
- Managed social media pages, creating posts and sharing updates throughout the process.
- Principal member of staff and production meetings and took detailed notes throughout, flagging things that needed immediate attention.
- Maintained the project production value throughout the entire run.

BARTENDER

The Stage Door, Bangor, ME

June - July 2025

- Consistently kept high levels of cleanliness, organization, storage and sanitation of food and beverage products to ensure quality.
- Memorized official and off-menu food and drink preparations.
- Organized workstations efficiently so that tasks could be completed quickly during peak hours.
- Maintained high levels of customer satisfaction by efficiently handling drink orders and inquiries.
- Helped customers with menu selection, offering recommendations based on personal preferences and dietary restrictions.
- Developed and supported relationships with regular customers, recognizing preferences and predicting needs.

PRODUCTION ASSISTANT AND BARTENDER

White Heron Theatre Company, Nantucket, MA

July - August 2023

- Managed documentation to track props, costumes, and other materials.
- Assisted with backstage operations, always ensuring safety.
- Helped in maintaining the show's production value throughout its entire run.
- Assisted in the construction and de-construction of theatrical sets.
- Consistently kept high levels of cleanliness, organization, storage and sanitation of food and beverage products to ensure quality.
- Organized workstations efficiently so that tasks could be completed quickly during peak hours.
- Maintained high levels of customer satisfaction by efficiently handling drink orders and inquiries.

ADDITIONAL EXPERIENCE:

- **LIBRARY SHELVER**
 - Brown University Rockefeller Library, Providence, RI
 - October 2021 - May 2024
- **REUNION STUDENT STAFF LEADER**
 - Brown University Alumni Association, Providence, RI
 - April - May 2023
- **DELIVERY DRIVER**
 - Portland Pie Company, Bangor, ME
 - October - December 2020