

# Michael Jones

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## Work Experience

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New College of Florida, Sarasota, FL

*Executive Assistant*

Jan 2022 - present

- Executive Assistant to the Vice President for Enrollment Management
- Fiscal Liaison for the offices of Admissions, Financial Aid, & Registrar
- HR Liaison for 30 staff members
- Managed \$3.1 million budget

*Administrative Assistant*

Oct 2020 - Jan 2022

- Assistant to the Dean of Outreach and to the Dean of Diversity, Equity, & Inclusion.
- Fiscal Liaison for the Office of Outreach and Inclusive Excellence. Managing a \$400,000 departmental budget.
- Managing multiple grants in terms of daily transactions, budgeting, record keeping and report.
  - \$750,000 Andrew Mellon Foundation grant
  - \$500,000 Baranacik Scholars grant
- Trained in higher ed software applications such as: Banner, ARGOS, New Cleis

*Adjunct Instructor of Record*

Spring 2021

- Taught undergraduate course: "Introduction to Stage Management"

*Vice Chair of the Staff Council*

Term: 21-25

Feld Entertainment, Ellenton, FL

Jun 2018 - Mar 2020

*Engagement Ticketing Specialist*

- Properties Include:

*Disney On Ice*

*Jurassic World Live Tour*

*Monster Jam*

*Sesame Street Live*

*Marvel Universe Live*

*Supercross*

- Reviewed individual engagement ticketing fact sheets through our internal system (EIS), provided by the promoters within the Event Marketing and Sales Department, for accuracy, consistency and completeness, and resolve any issues with the appropriate Event Marketing & Sales Manager.
- Generated box office instructions and proof against the approved fact sheet, then send box office instructions to the individual venue box offices using Ticketmaster, AXS, & Paciolan ticketing systems and worked with the box office staff to resolve any questions they might have.
- Communicated with various internal departments as a resource for ticketing-related issues & sales reporting, to filter and funnel information and guidance to promoters, venues and other internal departments
- Analyzed the audits, xmaps, secstats, and eval reports to ensure the venue box office ticketing set-up is accurate and consistent with the instructions sent such as on sale dates, standard pricing, discounts, service charges, facility fees, online information and sales channels enabled.
- Assisted with verifying and compiling domestic advance sales numbers
- Organized Box Office file archive via, Microsoft Sharepoint & Smartsheet

*Temp Project Manager*

- Worked with new show productions by establishing and managing protocols for production calendars, OneNote and Dropbox file systems and staff reimbursements.

Lake Dillon Theatre Company, Silverthorne, CO

Feb 2016 – Sep 2017

*Production Stage Manager & Company Manager*

- Created and managed production budget for all operations
- Scouted, hired, and negotiated all incoming actor, director, and designer contracts
- Coordinated with Actors Equity Association managing contracts for an Small Professional Theatre tier 6 Regional Theatre
- Created and maintained production schedule including annual, monthly and daily rehearsal & performance schedules
- Planned and managed all auditions both locally and in NYC.
- Stage Managed 6-8 main-stage productions during the season
- Coordinated and ran all small events in multi-space venue (Silverthorne Performing Arts Center)
- Booked travel and arranged company housing for 70+ staff members
- Created and maintained a show file & archive system using Dropbox and Google Drive

LOCAL Theatre Company, Boulder, CO

Fall 2015

*Production Manager*

- Managed the production budget for the world premiere of Faith
- Created and managed production calendar & daily rehearsal schedules

MSG Entertainment; Christmas Across America Touring Division, New York, NY

2009-2014

*Stage Manager*

- Stage Manager for the *Radio City Christmas Spectacular Starring The Rockettes* at the Grand Ole Opry House in Nashville, Tennessee
- 54 person cast including 20 Rockettes, plus animals (3 camels, 5 sheep, 1 donkey)
- Calling SM. 400 lighting cues, 45 rail cues, plus audio, automation & live follow spots
- As the Advance SM supervised load in and install at the Grand Ole Opry House with LOCAL 46 crew
- Coordinated Rockette publicity events including parades, mall performances, and tree lighting ceremonies

Finger Lakes Musical Theatre Festival, Auburn, NY

2011-2014

*Production Stage Manager*

- Stage Managed 7 productions at the Merry-Go-Round Downtown venue (1-3 musicals per summer)
- Supervised a Stage Management staff and backstage crew
- Created and maintained rehearsal and performance calendar including annual, monthly and daily rehearsal calls, costume fittings, and publicity events
- Audition monitor for season auditions in NYC

Selected Stage Management Experience (20 Years total)

Stage Manager	Sarasolo		Winter Play Festival	2019
Stage Manager	Asolo Repertory Theatre	LORT D	Gloria	2018
Follow Spots Caller	Asolo Repertory Theatre	LORT B	Evita	2017
Assistant Stage Manager	Sarasota Ballet		The Secret Garden	2017
Stage Manager	UltraViolet Live at NYC		3 Seasons	2013-15
Production Stage Manager	The Juilliard School, Drama Division		Shakespeare Rep	2014
Production Stage Manager	The Working Theatre	NY LOA	2 Seasons	2013-14
Assistant Stage Manager	Silence! The Musical	Off B-way	Theatre Mogel	2013
Production Stage Manager	Ensemble Theatre of Cincinnati	LOA	2 Seasons	2008-09
Stage Manager	Nebraska Theatre Caravan	*tour	A Christmas Carol	2005
Stage Manager	Utah Shakespeare Festival	*tour	Education Tours	2004-05

\*\*\* Full Stage Management Resume Available Upon Request \*\*\*

Education & Training

- M.F.A. in Stage Management. University of Alabama / Alabama Shakespeare Festival - 2008
- B.A. in Theatre. University of Tennessee, Knoxville - 2003
- Stage Management Internship. Cincinnati Playhouse in the Park - 2004
- Feld Entertainment Corporate Training. Courses include:
 

Communication Strategies	Time Management	Taking Initiative
Working With All Generations	Email Etiquette	Prisys Workshop
7 Habits...Highly Effective People	Negotiations	Emergency Procedures

Other Skills & Misc.

Proficient with both Windows and Mac computer operating systems, Google Docs, Dropbox, QLab, Microsoft Office, Adobe Photoshop & Audition, Garage Band, Tessitura Network, Ticketmaster's TM1 Events & Reports / KnowBe4 computer security training / American Red Cross first aid training / Clean driving record & experience driving 15 passenger van / great with animals & children / Member of Actors Equity Association & the Stage Manager's Association

*References Available Upon Request.*