

David E. Shane

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PROFESSIONAL EXPERIENCE

Alliance of Resident Theatres/New York; New York, NY

February 2019 - Present

Director of Program Services

- Sets the strategic vision and goals for a robust suite of services for New York City's nonprofit theatre community, producing hundreds of live events and digital resources to help ensure a just and thriving theatrical ecosystem
- Supports executive leadership in building and managing the organization's \$5.5M annual operating budget
- Directly oversees and manages Programming, Member Services, and Staff Professional Development budgets
- Supervises programmatic and membership staff (5) and numerous contracted instructors, facilitators, and consultants
- Produces semi-annual, multi-day conferences such as The Fall Forum
- Executive Produces A.R.T./New York's *What's Off?* podcast
- Manages member relations and provides support for 400+ member theatre companies and 150+ individual members
- Collaborates with Development Department on grant proposals and reports to secure government and private funding for programmatic and general operating support
- Regularly represents A.R.T./New York at field-wide events, and advocates on behalf of the organization and its membership to funders, and City and State government agencies
- Actively participates in, facilitates meetings of, and provides project management for a cross-departmental, nonhierarchical Ethics and Accountability Committee
 - **Key achievement:** Managed the development and implementation of a values-based, organization wide hiring process

Senior Manager of Programs

- Managed the curation and execution of all programmatic activities, totaling over 200 workshops, roundtables, town halls, member happy hours, and other educational and networking events annually
- Oversaw Equity, Diversity and Inclusion initiatives including *Dismantling Oppression in the Theatre*, a response to WSYWAT; *Body Autonomy*, addressing the issue of sexual harassment in the performing arts; and *Access A.R.T./New York*, aimed at increasing opportunities for people with disabilities in audiences, on stage, and in the theatrical workplace
 - **Key achievement:** Developed a theatre-specific Sexual Harassment Prevention Training curriculum which meets the legal requirements of recently enacted NYC/NYS Laws and provides tools for shifting the culture toward safe, consent-based working environments
- Advised on the creation of application questions and evaluation criteria for four unique funding programs
- Led info sessions, provided application feedback, and facilitated grant panels for funding programs such as the *Theatre Rental Subsidy Fund*, and the *Creative Opportunity Fund* (a New York State Council on the Arts regrant program)
- Built and maintained grant submission portals and digital applications utilizing Openwater software
- Administered the *Theatre Leadership Program*, offering subsidized consulting service to member companies

StageSource; Boston, MA

January 2018-February 2019

Program Director

- Oversaw planning and execution of core programming such as Annual Auditions, Job Fair, and the Greater Boston Theater Expo
- Created and administered career development programs such as Audition Prep Workshops and Writer/Director Speed Dating events
 - **Key achievement:** Developed and launched the New England Monologues project, which showcases the work of local playwrights to Artistic Directors and Literary Managers throughout the region
- Managed member relations for approximately 1700 individual and 220 organizational members
- Oversaw the execution of special initiatives such as *Line Drawn Initiative*, and *Gender Explosion*, creating space for transgender inclusion in theatrical organizations
- Collaborated on grant writing and crafted language for donor acquisition and acknowledgment materials
- Represented StageSource to external constituencies such as funders, fellow arts service organizations, and community partners
- Hired and supervised support staff and interns and recruited and oversaw volunteers
- Created, designed and executed marketing efforts such as updating website content, filming and editing promotional videos, and implementing email and social media marketing

Associate Artistic Director

- Line Produced all MainStage and auxiliary programming, including presenting partnerships
- Collaborated on the development and implementation of strategic planning with multi-year priorities
- Contributed annually to the selection and licensing of a six show MainStage season
- Collaborated on developing the organization's annual operating budget as well as detailed production budgets
- Coordinated casting and hiring of approximately 60 NYC-based artists each year, including designers and technical staff
- Directly supervised artistic, production and administrative staff
- Shared Company Management responsibilities, including coordination of artist travel and housing
- Led extensive fundraising and development efforts including individual donor cultivation, corporate sponsorships, fund raising events, and grant writing and reporting
- Oversaw Educational Programming, including the annual Apprentice Program, classes for children, summer camps, and Theater for Young Audiences performances
- Planned and led audience development/engagement efforts such as niche-marketing, post-show discussions, *BVT Reads* and *Meet the Artists* events
- Extensive marketing responsibilities included creating the annual marketing content calendar, reserving ad space, crafting press releases and ad copy, developing direct mail marketing materials, and overseeing email, social media, and website content
- Negotiated and processed contracts with agents and unions (Actors' Equity, SDC and United Scenic Artists)
- Responsible for financial oversight in partnership with company accountant
- Represented the organization by speaking at community events and in television and radio interviews
 - **Key achievement:** Developed and oversaw the funding and launch of the *BVT New Works Initiative*

University of Massachusetts; Lowell, MA

April 2013, April 2014, March/April, 2016

Guest Producer/Artist in Residence

- Led the creation and production of original verbatim works and taught a series of masterclasses for undergraduate students

Applause Theatrical Workshops; New York, NY

January 2008-May 2013

General Manager/Educator

- Created curriculum, trained teachers, oversaw enrollment, helped manage budgets, and taught numerous musical theatre classes for grades K-12.

ANTI-OPPRESSION TRAINING (recent selected)

- **Basic Mediation Training;** New York Peace Institute
- **Dismantling Racism Learning Lab;** Equity Quotient
- **Living Land Acknowledgements;** The Lenape Center
- **Disability Equity from the Ground Up;** Christine Bruno
- **Accessible Hiring Practices for Artists and Administrators;** Beth Prevor
- **Understanding Digital Accessibility;** Walei Sabry
- **Body Autonomy in the Audition and Rehearsal Rooms;** Kate Lumpkin, Laura Brandel
- **Gender Inclusive Casting;** Josie Kerns
- **Anti-Racist Theatre;** Nicole Brewer
- **21 Seeds of Change;** BlackBee Entertainment

IT SKILLS

- MS Office Suite
- Google Drive/Google Docs
- Quickbooks
- Slack
- Asana
- Zoom, Google Meets
- Mailchimp, Wordpress, Airtable
- Memberclicks, YourMembership (CRM)

ENGAGEMENT AND VOLUNTEER WORK

- The Dominic Orlando Playwriting Award; Evaluator
- Americans for the Arts; Webinar Instructor
- Forge NYC; Fellowship Adjudicator
- Association of Performing Arts Service Organizations (APASO); Conference Planning Committee
- Cambridge Arts Council; Grant Panelist
- Finger Lakes Community Arts Grants; Grant Panelist
- Canandaigua Chamber of Commerce; Tourism Committee
- Finger Lakes Visitors' Connection; Arts & Culture Committee
- Naples Refugee Action Committee; Volunteer Fundraiser and Outreach Coordinator

- Openwater, Submittable (grant administration software)
- Canva
- iMovie, Splice (video editing)
- Descript (audio editing)
- Facebook, Instagram, Twitter (including Facebook advertising)