

# **Patrice Thomas**

Production Manager/Stage Manager (AEA)  
pat AT patthomas.org (based in New York City)

---

## **SUMMARY OF SKILLS**

- Production/Stage Manager for corporate events, theater, music, and dance
- Proven ability to plan work flow and motivate large numbers of disparate staff
- Excellent time management skills in a deadline driven environment
- Adept at creating multi-page budget spreadsheets
- Calm in a crisis; work well under pressure; able to create a "Plan B" quickly if all else fails

## **EXPERIENCE**

### **Freelance Production or Stage Manager - Events**

2007-present

*Working Women's Awards Dinner, NJ Performing Arts Center, NY Dance Alliance Foundation, Astaire Awards*

- Collaborate with venue event manager to meet clients' individualized needs: from small dinners of 50 to tent galas of 1200 with separate "star attraction" performance in 2500 seat venue; from simple commencements to 3-camera IMAG, teleprompter, slide and video presentation celebrations (with confetti!)
- Determine optimum balance between client's wish list and budgetary reality
- Contract with vendors: lighting/audio/video rentals, hospitality for crews and guest artists
- Draft seating arrangements and update as needed
- Proactively communicate between client and video production house to ensure optimum formatting for presentations (HD widescreen, PowerPoint with/without embedded video, logo slides, etc.)
- Coordinate parking, housekeeping, security, engineering, stagehand, and vendor schedules
- Pull together dribs and drabs of information to make a cohesive performance
- Provide detailed post event documentation to ensure successful repeat business
- Clients include: Corzine and Lautenberg fundraising galas, Boston Pops, Rutgers University, NJ Hall of Fame, PSE&G, Mission Entertainment, the City of Newark, Live Nation, Commerce Bank, Overlook Hospital, Boys and Girls Clubs in New Jersey "Concert for Kids", etc. Guest artists include: Jon Bon Jovi, Gladys Knight, Jennifer Hudson, the Broadway cast of "Come Fly Away", etc.

### **Freelance Production Manager - Tours**

2000-present

- Technical liaison between international dance companies and U.S. venues
- Diplomatically resolve differences between foreign crews and venue union work rules
- Successfully manage logistics for international and domestic freight movement
- Supervise and troubleshoot setup, performance, and loadout of up to 14 tractor trailers of equipment and scenery, 70 orchestra members, 100 dancers, 40 staff
- Companies include: Royal Danish Ballet, Beijing Dance Theater, the State Ballet of Georgia, National Theater of Greece, Twyla Tharp Dance, Baryshnikov Dance, Hamburg Ballet, Bolshoi Ballet, Kirov Ballet, Nederlands Dans Theater, etc.
- Representative venues: Koch Theater at Lincoln Center, Kennedy Center, Segerstrom Center for the Arts, Auditorium Theater (Chicago), Dorothy Chandler Pavilion, etc.

### **Production/Stage Manager**

1990-2003

*Feld Ballet Tech, NY, NY*

- Responsible for all technical needs of revivals and new ballets for 20 member contemporary ballet company, including vendor bids, transportation of scenery, and warehouse organization
- Create/update drawings and technical notes for company's repertory of over 100 ballets
- Advise on feasibility of venues in tour pre-planning
- Lighting supervisor for Eliot Feld ballets performed by other companies

### **Additional Skills/Information**

- Software: MS Office 2010 (Word, Excel, PowerPoint, Outlook) Vectorworks, Autocad LT, Lightwright
  - Adept at learning new software quickly
  - Extreme attention to detail honed from years of having only one rehearsal before a world premiere
- 

## **EDUCATION:**

M.F.A., Technical Design and Production Management, YALE SCHOOL OF DRAMA, New Haven, CT  
B.A., Theatre, with Honors, INDIANA UNIVERSITY, Bloomington, IN