

CURRICULUM VITAE

AMBER K. BIELINSKI

EDUCATION

University of Iowa

M.F.A., Theatre Arts, Stage Management Emphasis

Thesis: STAGE MANAGING “BERLIN TO BROADWAY”

Otterbein University

B.A., Theatre Arts

Minor: Vocal Performance

Magna Cum Laude

TEACHING & PROFESSIONAL MENTORSHIP

Assistant Professor Clinical / Head of BFA Stage Management

Fall 2017 - Present

Department of Theatre, University of Utah, Salt Lake City, Utah

THEA 1160 – Production Run Crew

THEA 1170 – Production Run Crew II

THEA 3600 – Beginning Stage Management

THEA 3900 – Stage Management Seminar

THEA 3912 – Assistant Stage Management Projects

THEA 4600 – Advanced Stage Management: Unions & Production Management

THEA 4601 – Advanced Stage Management: Types & Styles

THEA 4602 – Advanced Stage Management: Special Topics

THEA 4912 – Stage Management Projects

THEA 4950 – Stage Management Internship

Guest Lecturer

Fall 2020

Cornell College, Marion, Iowa

Understanding Opera: The Special Needs for Stage Managing Professional Opera

Lead a Q&A based lecture for theatre students on cross-genre stage management with a focus on opera culture, unions, reading music, and the similarities and differences between stage management skillsets.

TEAMS Conference Track Facilitator

August 2019

American Association of Community Theatre, Salt Lake City, Utah

Served as the Stage Management Skills Track facilitator for the 2019 AACT TEAMS Conference at Hale Center Theatre. The three-day educational conference track addressed modern day tips, tricks, and challenges for both new and experienced stage managers and artistic leadership looking to establish or improve their theatre's stage management program.

Stage Management Mentor

Summer 2017

Intiman Emerging Artist Program, Intiman Theatre, Seattle, Washington

- Define and implement the stage management track for the 2017 Intiman Emerging Artist Program.
- Develop and teach stage management workshops.
- Host weekly stage management check-ins and debriefings.
- Assess and encourage individual participant goals.
- Participate in and lead IEAP panel discussions.
- Oversee a successful technical rehearsal process of multiple summer IEAP productions.

Adjunct Faculty

Spring 2017

College of Arts and Sciences, Seattle University, Seattle, Washington

THTR 1100 Stage Management

Designed and lead a 10-week (quarter-length) core course on the basics of stage management, required for all theatre majors at Seattle University. Course Description: Theoretical and practical study of stage management for the performing arts from audition through performance. An in-depth study of the duties of a stage manager including backstage operations, scheduling, safety and emergency procedures.

Instructor

Fall 2013

Department of Theatre Arts, University of Iowa, Iowa City, Iowa

049:132:001 Stage Management I

Designed and lead a 15-week (semester-length) undergraduate course on the foundations of stage management and its role in the production process at both educational and professional levels. Special focus on management styles and techniques across various theatrical genres (plays, musicals, opera, dance, circus, and events), safety, effective communication, conflict resolution, theatrical unions, and interview skills.

Guest Lecturer

Fall 2014, 2015, 2016

University of Northern Iowa, Cedar Falls, Iowa

Understanding Opera: The Special Needs for Stage Managing Professional Opera

Lead a hands-on lecture for theatre stage management students on cross-genre stage management with a focus on opera culture, reading music, and the similarities and differences between necessary stage management skillsets.

Master Class Presenter

November 2014

Coe College, Cedar Rapids, Iowa

The SM Toolkit: Tricks of the Trade for Young Stage Managers

Lead a discussion-based master class on the basics of stage management with a focus on paperwork and prompt book styles, setting up and maintaining a rehearsal space, stage management toolkits, and advice for breaking into the business.

PRODUCTION MANAGEMENT

Production Manager

2017 – Present

Department of Theatre, University of Utah, Salt Lake City, Utah

- Create and maintain \$205,000 department budget for the 6-show mainstage season and various student and faculty projects.
- Manage multiple department facilities and supervise staff, faculty, and students in production departments.
- Contract guest artists for directing, design, acting, and choreography work.
- Develop all rehearsal, tech and performance schedules in compliance with union and academic regulations.

Production Manager

2017 – Present

School of Music (Opera), University of Utah, Salt Lake City, Utah

- Manage budgets, create tech and performance schedules, and contract artists for yearly Christmas productions of *Amahl and the Night Visitors* and *A Christmas Carol* as well as spring productions in Kingsbury Hall – local IATSE roadhouse.

Assistant Production Manager & ACTLab Production Manager

2016 – 2017

A Contemporary Theatre (ACT Theatre), Seattle, Washington

LORT C/D

- Create and maintain the \$300,000 annual budget for the ACTLab, a 30-show second stage season at ACT Theatre, including regular forecasting and reporting to the ACT finance department.
- Track all production costs and payroll. Complete settlement reports, royalty reports and invoices.
- Facilitate the needs of ACT Theatre and ACTLab productions throughout the rehearsal, load-in, technical rehearsals, previews, run and strike/load-out of each production or event.
- Draft individual show budgets and contracts for ACTLab Partners as well as ACT readings, workshops, and performance rentals.
- Contract all production team and company members; maintain relationships with theatrical unions.
- Develop tech and performance schedules for all ACTLab productions, with attention to IATSE and Actors Equity Association agreements.
- Determine staffing needs for productions, performance rentals, and events.
- Attend technical rehearsals and previews to serve as a liaison between ACT and partner artists to maintain high quality productions and strong collaborations.
- Facilitate the ACTLab application and selection process, ACTLab committee meetings, and advocate for and track departmental growth.
- Serve as mentor for the Kenan Fellowship Program in Directing, an emerging artist program for artists embarking on a career in regional theatre.
- Maintain ACT events schedule, in coordination with the ACT Events and Venue Manager.
- Create and manage ACT facilities space-use calendars.
- Coordinate with the facilities and production departments to keep ACT performance spaces clean and maintained.
- Serve as the production department liaison to development and marketing departments to facilitate production needs for ACTLab Productions and special events.
- Serve as production stage manager for the ACT Gala and other in-house events.

STAGE MANAGEMENT**UTAH OPERA, Salt Lake City, Utah**

2021	LIGHT ON THE HORIZON – IN CONCERT	AGMA – Tier 2 Production Stage Manager
2020	THE HUMAN VOICE / GENTLEMAN’S ISLAND	Production Stage Manager
2020	THAIS	Assistant Stage Manager
2019	THE LITTLE PRINCE	Production Stage Manager
2018	DIE FLEDERMAUS	Assistant Stage Manager
2016	CARMEN	Assistant Stage Manager
2015	TOSCA	Assistant Stage Manager

CEDAR RAPIDS OPERA THEATRE, Cedar Rapids, Iowa

2018	TURANDOT	AGMA – Tier 4 Production Stage Manager
2017	CAVALLERIA RUSTICANA & PAGLIACCI	Production Stage Manager
2016	LA TRAVIATA	Production Stage Manager
2015	DON GIOVANNI	Production Stage Manager
2014	CARMEN	Production Stage Manager

INTIMAN THEATRE, Seattle, Washington

2016	WEDDING BAND: A Love/Hate Story in Black and White	SPT-5 Stage Manager
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SEATTLE REPERTORY THEATRE, Seattle, Washington

2016	OUBLIETTES, staged reading	LORT B/D Stage Manager
2016	BROWNSVILLE SONG (B-SIDE FOR TRAY)	Stage Manager
2015	OUTSIDE MULLINGAR	Stage Manager
2011	AUGUST WILSON MONOLOGUE COMPETITION	Stage Manager
2011	THE AGONY AND THE ECSTASY OF STEVE JOBS	Stage Management Intern/ASM
2011	OF MICE AND MEN	Stage Management Intern/ASM
2011	THE HOUND OF THE BASKERVILLES, staged reading	Stage Manager
2010	THE K OF D	Stage Management Intern/ASM
2010	THREE TALL WOMEN	Stage Management Intern/ASM
2010	PULLMAN PORTER BLUES, workshop	Production Assistant

ICICLE CREEK NEW PLAY FESTIVAL, Leavenworth & Seattle, Washington

2016	DAISY, staged reading	Special Agreement Stage Manager
2016	MARY’S GIRL, staged reading	Stage Manager

REVIVAL THEATRE COMPANY, Cedar Rapids, Iowa

2015	PARADE	Production Stage Manager
2014	DOGFIGHT, Midwest premiere	Production Stage Manager
2014	CHILDREN OF EDEN	Production Stage Manager

Fulfilled both production management and stage management duties throughout the three-show season and inaugural year of Revival Theatre Company; Tasks included hiring, budgeting, assembling contracts, venue agreements and servings as point of contact, season scheduling, and artistic leadership.

CROSSROADS REPERTORY THEATRE, Terre Haute, Indiana

2015	RENT	Special Appearance
2015	THE RAINMAKER	Production Stage Manager
2015	A WRINKLE IN TIME	Production Stage Manager
2015	50 TH ANNIVERSARY CABARET	Production Stage Manager

Lead weekly stage management meetings and mentored stage managers and assistant stage managers on a four-show repertory season; monitored and facilitated all room scheduling and technical rehearsals; rehearsed and called RENT.

WASHINGTON NATIONAL OPERA, Washington, D.C.

2015	THE FLYING DUTCHMAN (Der Fliegende Holländer)	AGMA – Tier 1 Production Assistant
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Supported the production as a part of the 4-person stage management team at the Kennedy Center; Tasks included production paperwork, callboards maintenance, attendance and union hour tracking, staging notation, cueing singer entrances, and working with the local IATSE stage crew on smooth transitions between repertory productions of *The Flying Dutchman* and *Dialogues of the Carmelites*.

RIVERSIDE THEATRE, Iowa City, Iowa

2014	A CHRISTMAS CAROL	Guest Artist Agreement Stage Manager
2014	A GRATEFUL NATION	Stage Manager

CHAUTAUQUA OPERA COMPANY, Chautauqua, New York

2014	THE BALLAD OF BABY DOE	AGMA – Tier 4 Assistant Stage Manager
2014	MADAMA BUTTERFLY	Assistant Stage Manager

UNIVERSITY OF IOWA INTERNATIONAL WRITING PROGRAM, Iowa City, Iowa

2014	BOOK WINGS: RUSSIA	Production Stage Manager
2014	BOOK WINGS: IRAQ	Production Stage Manager
2013	BOOK WINGS: RUSSIA	Production Stage Manager
2013	BOOK WINGS: CHINA	Production Stage Manager

Facilitated international communication between United States and Russia/China/Iraq during the production process and performances via Skype, email, and Polycom communications. Called camera shots for UITV filming and livestream.

UNIVERSITY OF IOWA OPERA, Iowa City, Iowa

2012	H.M.S. PINAFORE, toured to eastern and central Iowa	Assistant Stage Manager
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SOUTHEASTERN THEATRE CONFERENCE (SETC), Lexington, Kentucky

2010	TEN-MINUTE PLAY FESTIVAL	Stage and Event Manager
2010	FRINGE FESTIVAL	Stage and Event Manager

LEXINGTON CHILDREN'S THEATRE, Lexington, Kentucky

2010	GO, DOG. GO!, touring production	Stage Manager
2010	THE FISHERMAN AND HIS WIFE	Stage Manager
2010	RED BADGE OF COURAGE	Stage Manager
2010	THE BEST CHRISTMAS PAGEANT EVER	Stage Manager
2009	PINOCCHIO	Stage Manager
2009	PERCY JACKSON AND THE LIGHTNING THEIF, workshop	Stage Manager
2009	Rodger's and Hammerstein's CINDERELLA	Assistant Stage Manager

Organized, managed and toured musical production of *Go, Dog. Go!* to various theatres across the state of Kentucky and surrounding areas.

CATCO (Formerly THE PHOENIX THEATRE FOR CHILDREN), Columbus, Ohio

2009	THE MIRACLE WORKER	Assistant Stage Manager
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This production of *The Miracle Worker* was performed in American Sign Language and Spoken English. The cast was comprised of Deaf and hearing adults, Deaf children, and blind children.

DAVIS PERFORMING ARTS CENTER, Columbus, Ohio

2008	ISABELLA E LA BESTIA	Stage Manager
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Commedia dell'arte adaptation of *Beauty and the Beast* performed by children ages 8 to 13.

ADDITIONAL PROFESSIONAL POSITIONS**Stage Door Receptionist**

June 2016 – October 2016

Seattle Repertory Theatre, Seattle, Washington

- Directed intake of phone calls, deliveries and guests; managed mailroom and additional facilities.

Program Designer

August 2014 – October 2016

University of Iowa, Iowa City, Iowa

- Compiled and designed recital and concert programs for the University of Iowa School of Music.
- Maintained events.uiowa webpage, Arts Iowa webpage, and online program database.

Development Associate

August 2014 – March 2015

Riverside Theatre, Iowa City, Iowa

- Used Adobe Creative Suite to create info graphics, posters, flyers, patron emails, and brochures for Riverside Theatre development events and fundraising campaigns.
- Generated patron analysis documents using Total Info software and headed new patron development campaigns to serve both current and prospective audiences.

Marketing Video Designer

August 2013 – March 2015

Riverside Theatre, Iowa City, Iowa

- Filmed, edited, and published video trailers for Riverside Theatre in the Park and Gilbert Street seasons.

Interim Marketing Director

October 2013 – November 2013

Riverside Theatre, Iowa City, Iowa

- Served as point of contact for radio stations, newspapers, magazines, bloggers, and other media outlets for company and production information, reviews, and advertisements.
- Designed both print and digital ads for Riverside Theatre season and individual productions.
- Created mailings, flyers, and posters to promote productions and events.
- Assembled and printed all program materials for productions and events.
- Continued Marketing Assistant duties (see below).

Marketing Assistant

May 2013 – August 2014

Riverside Theatre, Iowa City, Iowa

- Generated mass emails to patrons with Constant Contact.
- Engaged patrons and community members on social media and through riversidetheatre.org web content.
- Filmed/edited video trailers for Riverside Theatre in the Park and Gilbert Street seasons.

Video Designer

March 2013 – June 2013

Iowa Summer Rep, Iowa City, Iowa

- Designed/shot/edited video projections for *The Who's Tommy*.
- Utilized WatchOut, Pandora's Box, Final Cut X, and the Adobe Creative Suite.

Company ManagerJuly 2010 – August 2010
March 2011 – August 2011

Opera New Jersey, Princeton, New Jersey

- Oversaw \$100,000 budget
- Managed 100 artists in individual apartments and host homes in 15-20 locations
- Planned events and arranged catering for 15 events with up to 200 people
- Coordinated travel for over 75 artists and staff
- Supervised and provided guidance to up to 10 interns and assistants
- Transitioned artist management from Microsoft Access to File Maker database
- Authored 70-page *Guidelines and Policies Handbook* for future Company Management at ONJ

Assistant Company Manager

June 2010

Opera New Jersey, Princeton, New Jersey

House Manager/Box Office Associate

University of Iowa Theatre Department

September 2011 – May 2014

Iowa Summer Rep

June – July 2013

Otterbein University

January 2007 – June 2009

David Performing Arts Center

June 2008 – June 2009

- Used various ticketing software programs to assist in sales by phone, internet, and in person communication; offered exceptional customer service to each patron; managed a rotating team of ushers and front of house staff.

ACADEMIC FELLOWSHIP WORK

Graduate Fellow

August 2011 – May 2014

University of Iowa, Iowa City, Iowa

- Stage Managed: *Berlin to Broadway with Kurt Weill* (Thesis Project), *Spring Awakening*, *Collective Amnesia*, *The Mountaintop*, and *I will hold you/when you are broken*, *La clemenza di Tito*
- Assistant Stage Managed: *Makeover*, *Stick Fly*
- Served as Marketing RA for two years; created promotional videos, posters, programs, lobby displays and web content for all University of Iowa Theatre Department mainstage productions.
- House Managed various student and mainstage productions over three seasons, including Iowa Summer Rep in Summer 2013.
- Served as student mentor and teacher to undergraduate students.

HONORS, AWARDS, AND INTERVIEWS

Interview for The Daily Iowan: “Stage Managers: The Theater’s Backbone”	April 2013
Iowa Arts Fellowship Recipient	2011 - 2014
Talent-based scholarship; Full tuition and \$36,000 award	
Dean’s List, Otterbein University	2006 – 2009
Recipient of four National Academy of Television Arts & Sciences Awards	2006
For television news work in the categories of graphic design, writing, arts, and documentary	
Recipient of two Communicator Awards	2006
For television news work in the categories of arts and documentary	

PUBLICATIONS

GETTING STAGE MANAGERS OFF BOOK	June 2014
Review of the app Stage Write for stage management use published by <i>Stage Directions</i> Magazine.	

PROFESSIONAL ASSOCIATIONS

Actors’ Equity Association	2015 – Present
Stage Managers’ Association	2014 – Present
American Guild of Musical Artists	2014 – Present

PROFESSIONAL SERVICE

KCACTF Region VIII Governing Board, Stage Management Fellowship Coordinator	2020 – Present
Plans stage management track of yearly KCACTF Region 8 festival, secures guest artists and respondents, establishes protocol for regional fellowship entries on initial, semi-finalist, and finalist levels. Assists with the coaching of young stage managers as they compete for national scholarships.	
KCACTF Region VIII Governing Board, Circuit 7 Respondent Coordinator	2018 – 2020
Involves assigning respondents to all KCACTF (Kennedy Center American College Theatre Festival) entry performances in the state of Utah. Coordinates with schools and respondents to ensure a streamlined response process and timely reporting of both feedback and student awards and nominations.	

CURRICULUM VITAE

AMBER K. BIELINSKI

UNIVERSITY COMMITTEES

University of Utah: Recruitment Committee, Department of Theatre	2020 – Present
University of Utah: Curriculum Committee, Department of Theatre	2020 – Present
University of Utah: Advisory Committee, Department of Theatre	2020 – Present
University of Utah: Executive Committee, Department of Theatre	2017 – 2020
University of Utah: Season Selection Sub-Committee	2019 – 2020
University of Utah: Strategic Planning Committee, College of Fine Arts	2017 – 2018
University of Utah: Season Selection Committee, Committee Chair	2017 – 2019
University of Utah: Hiring Committee for Directing Faculty	2017 – 2018
University of Iowa: Undergraduate Scholarship Committee	2014