

# JACOB DUNHAM

Director | Educator | Theatre Administrator  
C: 212.658.0782 E: [Jacobethandunham@gmail.com](mailto:Jacobethandunham@gmail.com)  
[www.Jacob-Dunham.com](http://www.Jacob-Dunham.com)

## THEATRICAL ADMINISTRATIVE EXPERIENCE

### **ARTS IN MOTION THEATER COMPANY, Conway, NH**

**February 2019 - Present**

*Board Of Directors* - Collaborate with members of an award winning theatre company to provide quality and entertaining theatrical experiences for both the audience and participants. Foster an incredible bond between community partnerships and the theatre company with additional gift solicitation and donor cultivation. Spearhead fundraisers, maintain productions in budget and assist in the negotiations of the current theatre season.

### **INSIDE BROADWAY - New York, NY**

**September 2019 - Present**

*Resident Teaching Artist* - Educate through a company of over 80,000 students in over 90 public schools throughout the city of New York. Teaching historical elements, techniques and collaboration of the performing arts. Requiring exceptional technical skills for virtual learning, preparation of all lesson plans, creating a enjoyable and fun working environment for all.

### **INNOVATIVE ARTISTS, New York, NY**

**November 2015 - December 2016**

*Executive Assistant* - Assisting in career development, union contractual negotiations and legal representation of leading clients on Broadway, television and film. Organized and attended meetings, both in person and online, maintained multiple calendars, telephone lines, company inbox, and brought forth new ideas to organize and mainstream office productivity. Practiced interpersonal skills, clerical duties, legal and career assistance for all clientele.

### **A.C. MANAGEMENT, New York, NY**

**September 2015 - November 2015**

*Executive Assistant* - Perform all functions of representing clients for Broadway, Television and film. Schedule and manage both internal and client calendars. Research new casting opportunities, send submissions, negotiate contracts and take part of the key decision making process to link talent to potential opportunities. Dynamic at the office and willing to take on any task handed to me.

### **STEWART/WHITLEY, New York, NY**

**April 2015 - July 2015**

*Casting Assistant* - Assist legendary Casting Directors Duncan Stewart and Benton Whitley in casting Broadway, regional and touring productions. Organize and conduct audition sessions. Manage schedules and appointment logistics which included: room bookings, coordinating actors and agents, preparation of resumes and sides, and creating audition materials. Worked directly with casting directors to ensure an efficient audition process.

### **C.P. CASTING, Boston, MA**

**October 2014 - April 2015**

*Casting Assistant* - Assist Casting Director Carolyn Pickman in daily operations. Performed business correspondences, operated agency email, facilitated booking and calendar organization, and other clerical duties. Conducted auditions for many companies including HBO, Marvel Entertainment Inc. and ABC TV.

### **WALNUT STREET THEATRE, Philadelphia, PA**

**May 2013 - September 2014**

*Casting/Artistic Team Assistant* - Liaison between artistic staff and production team in the daily operations of a LORT A regional theater. Maintained an extensive database of SAG, AFTRA and Equity contracts, headshots, resumes and confidential contracts for all actors. Crucial role in all aspects of the casting office from running auditions for 100+ actors per session to maintaining the theatre's literary databases.

### **HEERY CASTING, Philadelphia, PA**

**December 2012 - May 2013**

*Casting Assistant* - Reception and other daily clerical work that advanced communication abilities and software expertise with Microsoft Suite, Mac programs, Cast It, and an intra-office talent database. Assisted the owner with interviews, auditions and contract management. Some projects include: Silver Linings Playbook, (Weinstein Co.), Do No Harm (NBC).

## SKILLS:

Exceptional team leader and team player, creative and engaging public speaker, tremendous work ethic and professional business etiquette. Exceptional skills in fundraising and campaign management. Vast dexterity in computer, telephone and technical use, including; proper telephone etiquette, knowledge of Apple products and corresponding programs, Microsoft Word, Excel, Powerpoint, Inbox, Gmail, Skype, Zoom communications, iMovie, iDVD, Final Cut Pro, Casting Networks, Breakdown Express, Actors Access and Cast It.

## AWARDS:

The Lions Club International Malcolm Wilson Community Leadership Award

The AIM Community Recognition Award

The UOA Artistic Directors Award

Josephine Foundation Awards Of NY - Nomination - Best Direction - "The Great Look"

Josephine Foundation Awards Of NY - Nomination - Best Overall Production - "The Great Look"

## EDUCATION:

Temple University - Bachelor Of Arts: Directing, Minor: Business Studies - Commencement: May 2014

## REFERENCES:

Aimee Frechette: [a\\_frechette@sau9.org](mailto:a_frechette@sau9.org)

(603) 986-6308

(Arts In Motion Theater Company)

Katie McAllister: [kmcallister@insidebroadway.org](mailto:kmcallister@insidebroadway.org)

(212) 245-0710

(Inside Broadway)

Gabriel Wiessman: [gabriel@gabrielvegaweissman.com](mailto:gabriel@gabrielvegaweissman.com)

(516) 721-8507

(Director, Castillo Theatre)