

Jacob E. Dunham

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EDUCATION:

Temple University, Philadelphia, PA

Graduated: May 2014 - Bachelor of Arts: Theatre – Directing

Minor: Business Studies

ARTS ADMINISTRATION EXPERIENCE

THE NATIONAL BROADWAY THEATRE, Grand Rapids, MI

Founding Artistic Director - Responsible for founding and creation of the first non-profit, paying, professional theatre company in grand Rapids. Spearheading the strategic planning, and seamless execution of all company initiatives, including the authorship and submission of grant applications, the formulation and monitoring of budgets, and the astute management of said non-profit organization to ensure fiscal equilibrium. The company's initiatives encompass a diverse array of activities, riveting performances, and enriching workshops. Responsible for the establishment and meticulous management of ticketing services and front-of-house operations, which serve as the critical interface for our valued patrons during our multifaceted events. Integral to my role is the oversight of processes and deliverables across the spectrum of our organizational programming, encompassing Mainstage Productions, Educational Programming, Partner Collaborations, and initiatives tied to Development and Marketing. Tasked with the formulation of a comprehensive framework for recruiting, training, and evaluating independent contractors, a group that encompasses Directors, Stage Managers, Choreographers, Music Directors, Designers, and other key contributors.

INNOVATIVE ARTISTS, New York, NY

November 2017 - December 2019

Executive Assistant - Played a pivotal role in supporting the career development, contractual and legal representation of prominent power-players on Broadway, television, and film. Assisted in legal representation and contract negotiation efforts by ensuring all legal documentation was accurate, complete, and filed appropriately. ensuring favorable terms and conditions for our clients while maintaining strong relationships with industry stakeholders. Expertly organized and managed meetings, both in person and online, optimizing schedules to accommodate the busy lives of our clients. Orchestrated seamless logistics for meetings, ensuring a comfortable and efficient environment. Maintained and synchronized multiple calendars, telephone lines, and the company inbox to streamline communication and facilitate efficient response times.

A.C. MANAGEMENT, New York, NY

July 2015 - November 2016

Executive Assistant - Acted as the primary liaison between our clients and industry stakeholders, ensuring their interests and goals were consistently met. Facilitated contract negotiations, securing favorable terms and conditions for our clients while nurturing positive industry relationships. Expertly managed both internal and client calendars, optimizing schedules to accommodate auditions, meetings, and other crucial appointments. Conducted extensive research to identify new casting opportunities across Broadway, Television, and Film. Sent targeted submissions to casting directors, producers, and decision-makers, showcasing our clients' talents and qualifications. Collaborated closely with clients to make informed decisions regarding career opportunities, script choices, and casting offers.

STEWART/WHITLEY, New York, NY

April 2015 - July 2015

Executive Assistant - Collaborated with Casting Directors Duncan Stewart and Benton Whitley in facilitating the casting process for a diverse array of Broadway, regional, and touring theatrical productions. Demonstrated proficiency in meticulously orchestrating and executing audition sessions. Oversaw the intricacies of scheduling and appointment coordination, encompassing room reservations, actor and agent liaison, compilation of resumes and sides, and the development of audition materials. Fostered direct communication with stakeholders to optimize the audition workflow. Noteworthy projects encompassed contributions to acclaimed productions such as "Grey Gardens" at Bay Street Theater, "ELF" and "Bullets Over Broadway" with NETworks, and "Saturday Night Fever" aboard Royal Caribbean Cruise Lines.

C.P. CASTING, Boston, MA**September 2014 - April 2015**

Administrative Assistant - Provided instrumental support to Casting Director Carolyn Pickman in the seamless execution of day-to-day operations. Duties entailed the management of business communications, efficient oversight of agency email correspondence, adeptly handled booking logistics, and meticulously maintained a well-organized calendar. Additionally, assumed responsibility for various clerical tasks essential to the operational efficiency of the casting process. Furthermore, took on a pivotal role in conducting auditions for esteemed entities such as HBO, Marvel Entertainment Inc., and ABC TV.

WALNUT STREET THEATRE, Philadelphia, PA**May 2013 - September 2014**

Administrative Assistant - Served as a pivotal intermediary, facilitating effective communication and collaboration between the artistic staff and the production team in the day-to-day operations of a prestigious LORT A regional theater. Demonstrated exemplary organizational prowess by meticulously curating and managing an expansive database encompassing SAG, AFTRA, and Equity contracts, as well as headshots, resumes, and confidential agreements for all actors. Held a central and indispensable position within the casting office, orchestrating auditions for large ensembles exceeding 100 actors per session to upholding the theater's comprehensive literary databases.

HEERY CASTING, Philadelphia, PA**September 2012 - May 2013**

Administrative Assistant - Dutifully executed receptionist responsibilities and carried out various daily clerical tasks, thereby enhancing my proficiency in communication skills and software proficiency, particularly with Microsoft Suite, Mac programs, Cast It, and an intra-office talent database. Played an integral role in supporting the owner by actively participating in interviews, auditions, and the meticulous management of contracts. Noteworthy projects included involvement in productions such as "Silver Linings Playbook" (The Weinstein Company) and "Do No Harm" (NBC).

TEACHING EXPERIENCE**GRAND RAPIDS CIVIC THEATRE SCHOOL OF ARTS, Grand Rapids, MI****August 2021 - Present**

Teaching Artist - Educating and nurturing the artistic development of more than 80+ students of all ages from elementary to high school levels. Encompassing a comprehensive curriculum, covering theatre history, acting and musical theatre techniques as well as collaboration of the performing arts and the principles of collaborative artistry within the performing arts discipline. Responsible for meticulous lesson plan preparation, ensuring that each class is structured for optimal student comprehension and growth. Commitment to fostering an enjoyable and engaging educational environment, where both students and colleagues can thrive and derive satisfaction from their artistic endeavors.

ARTS IN MOTION, Conway, NH**August 2019 – Present**

Theatre Intensive Director - Director and Curator of an annual six-week theatre intensive program. Overseeing and orchestrating a transformative educational experience for aspiring young artists. This comprehensive program encompasses the impartation of diverse theater techniques, exercises, and a rich exploration of performance history. Cultivate an educational environment that is not only nurturing but also adaptable and inclusive to the unique needs of every student, including those with sensory challenges such as deaf and blind learners. Additionally, spearheading fundraising initiatives to sustain the program's vitality, maintained meticulous oversight of productions to uphold fiscal responsibility, and actively contributed to the negotiation process for our current theatre season.

KENTWOOD PUBLIC SCHOOLS, Kentwood, MI**August 2022 - Present**

Academic Interventionist - Provided comprehensive support and guidance to a caseload comprising of thirty eighth-grade students, with a primary focus on bolstering their proficiency in reading, language arts, mathematics, and computer literacy. Diligently recorded and tracked their performance metrics, including test scores, grades, and grade point averages, to ascertain and demonstrate tangible academic advancement and accomplishments. Demonstrated exceptional communication skills, fostering a nurturing and motivational environment, while consistently exhibiting a collaborative

KENTWOOD PUBLIC SCHOOLS, Kentwood, MI**August 2021 - June 2022**

ESL Instructional Paraprofessional - Collaborated actively to facilitate the achievement of classroom instructional goals and objectives. Responsibilities encompassed critical roles in reinforcing instructional concepts and skills, thereby affording students enhanced opportunities to cultivate meaningful educational connections. Moreover, I delivered specialized language instruction tailored to English as a Second Language (ESL) students, further enhancing their language proficiency and academic progress in a school that has earned recognition as one of the premier diverse educational institutions in the state of Michigan.

INSIDE BROADWAY, New York, NY

August 2018 – August 2021

Resident Teaching Artist - Instructed a diverse cohort of 150+ middle and high school students across various schools within the esteemed New York Public School System. My role entailed imparting knowledge encompassing historical aspects, methodological intricacies, and the collaborative dynamics inherent in the performing arts. This endeavor necessitated the deployment of advanced technical competencies to facilitate effective virtual learning, as well as meticulous preparation of comprehensive lesson plans. Concurrently, I endeavored to cultivate an engaging, enjoyable, and constructive working atmosphere for all participants.

SKILLS:

Microsoft Word, Office Suite, Excel, PowerPoint, Inbox, Gmail, Skype, Zoom, I-movie, Final Cut Pro, Casting Networks, Breakdown Express, Actors Access and Cast It. Team Leader, Team Player, can-do attitude, creative and engaging public speaker. Experience with multi-line telephones, creating and maintaining organized business calendar. Proper Grant writing, and application. Experience with non-profit, educational and administrative operations.