

Tavares Ortiz

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Miami, FL

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Performer with 10+ years in the theatre looking for the opportunity to bring leadership and management skills to a growing company that demands excellence in all facets from back office, box office, costume design to community performance.

WORK EXPERIENCE

Theater For A New Audience - Theatre Performer

2015 - current

Miami, FL

- Managed costume maintenance for the costume department. Organized to increase space for storing costumes. Increased space usage by 50%.
- Lead liaison with other theatre companies to coordinate actors to play/fill in different roles as needed and formed a semi-partnership with 2 other local companies.
- Collaborated with the stage manager to schedule performance rehearsals. Met 100% of scheduled rehearsals with 95% cast and crew attendance.
- Chaired the actors' department for greeting guests before and post-performances to give them the whole experience they expected.

Disney Theatrical Group - Production Coordinator

2008 - 2015

Miami, FL

- Organized all digital files of all performances. Designed filing system.
- Managed all processing of weekly royalty programs and weekly compensation for all productions. Made payments 100% on schedule.
- Directed all general administrative duties to support productions including the production and creative team. Coordinated all domestic travel with team including itineraries for cast and crew.

Bric Arts Media - Theatre Specialist

2006 - 2008

Miami, FL

- Managed team in selection of productions. Led meetings, cross communication with board, community liaison.
- Managed schedule for all casting calls, rehearsals, and performance groups. Exceeded expectations and timelines - production cast on time, and all rehearsals met 100% attendance by the cast, musicians, and other performers as needed.
- Directed all marketing efforts - ordered Playbills, t-shirts, and came under budget 5%.
- Executed all contacts with venues and ensured support for whatever they needed including sound, mics, and parking for smooth running and professional performances.
- Supervised scheduling support for all shows - matinees and weekends. All shows performed 100% on schedule with full cast.

EDUCATION

Ransom Everglades School - High school diploma

2002 - 2006

Miami, FL

SKILLS

Set Design; Acting; Critical Thinking; Collaboration; Diligent