

JOHN MEREDITH

CONTACT

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JohnMeredithStage.com

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EDUCATION & TRAINING

Stage & Production Management

Emerson College | *BFA – magna cum laude*

COVID Compliance Officer

Arts + Science | *certificate*

Intimacy & Consent Practices

IDC | *42 hours training & auditing*

Cultural Equity Learning Community

Arts Connect International | *16 weeks*

PUBLICATIONS

Hold Please – parts 1 & 2

Lead writer, HowlRound and TD&T Magazine

Beyond the Bathrooms

Co-author, HowlRound

Drawing a Line

Co-author, HowlRound

SKILLS

Office, iWork, Google Suite, Air Table

Wix, WordPress, Canva

HTML & CSS

Help Scout, Zendesk, YourMembership

Spoke, Mobilize, VoteBuilder
intermediate experience

FREELANCE & AEA STAGE MANAGER | Oct 13 – Present

- Facilitated clear lines of interdepartmental communication for 30+ productions ranging from Broadway, to fringe, to digital streams
- Organized and maintained performance spaces and technical production aspects
- Collaborated on the development and upkeep of tracking documents, scripts, and personnel information

CONSULTANT AND TRAINER | Nov 19 – Present

- **GENDER EXPLOSION:** Developed and lead trainings for theatres on trans & non-binary inclusion practices in the arts. Consulted on projects for inclusive casting, marketing, season selection, and auxiliary programming. Past clients include Broadway & regional productions, conferences, and educational institutions.
- **PUBLICATIONS:** Wrote essays published by HowlRound, Theatre Design & Technology Magazine, and Routledge on topics including white supremacist culture, transgender inclusion, and harassment prevention.

ADMIN SUPPORT SPECIALIST | Dec 21 – Mar 22

ADMIN SUPPORT ASSOCIATE | Oct 20 – Dec 21 | *ActBlue*

- Served as a regular point of contact for grassroots fundraisers, and campaign & organization admins on how to utilize ActBlue's platform and tools
- Developed resources, systems, and documentation for cross-team workflows
- Maintained and monitored campaign refund spreadsheets, including the Joe Biden Campaign, Biden Victory Fund, and Elizabeth Warren Campaign.

COMMUNICATIONS ASSOC.

OPERATIONS MANAGER

ADMINISTRATIVE ASSISTANT

Apr 20 – Oct 20

Apr 19 – Apr 20

Sep 18 – Mar 19 | *StageSource*

- **MEMBERSHIP COMMUNICATION:** Acted as the main point of contact for a membership of over 1600 theater artists and 220 arts organizations and schools
- **TECHNICAL ASSISTANCE:** Renovated and maintained website content, developed tracking systems for membership growth and retention, assisted with e-commerce, and troubleshooted technical difficulties
- **OUTREACH:** Wrote and copyedited membership messaging, led the school visit program, managed the Member of the Week campaign, and overhauled the weekly E-News—increasing email views by 26%
- **SOCIAL MEDIA & MARKETING:** Executed social media campaigns, developed a new visual brand & voice for StageSource, designed promotional materials
- **EVENT MANAGEMENT:** Coordinated and ran events including Workshops, Job Fairs, Auditions, Task Force Meetings, School Visits, and Networking Events
- **ADVOCACY:** Steered sector improvement initiatives including on trans & non-binary inclusion, gender parity, and sexual harassment prevention
 - Partnered with Intimacy Directors International to bring the first public intimacy trainings available to the Boston theatre community
 - Designed a pilot program for theatres across the region to adopt a uniform set of progressive harassment prevention standards

PRODUCER | May 20 – Aug 20 | *Sparkhaven Theatre*

- Drafted grant proposals and fundraising language – Recipient of a 2020 Transformative Public Art Grant from the City of Boston
- Designed and maintained the Sparkhaven Theatre website
- Hired and managed over 50 actors, directors, and playwrights