

Michael Valladares

+1 (786) 877-1964 ♦ michael.valladares2@gmail.com ♦ michaelvalladares.net

Dedicated to facilitating safe creative environments where deep ideas come to life.

Career Summary

Business and Company Manager at **WP Theater**. NYC. September 2023–Present.

- Directs up to 108 patrons/night through 4-story theater building to F-03 fireguard standards.
- Coaches, hires, and schedules a team of 12 FOH personnel to ensure smooth venue operation.
- Manages contracting, payroll, and accounting for the nonprofit theatre.

Research Assistant to **New York Times Bestselling Author**. NYC. Feb 2023–Present.

- Discovers and connects the author with experts to support work on his forthcoming book.
- Pitches and books the author on podcasts, radio, and television (incl. NPR, CNN, GMA).
- Steers a cross-platform social media campaign promoting the author's 14 books.

Marketing Coordinator at **Concord Theatricals**. NYC. September 2021–January 2023.

- Coauthored content elevating ~3,000 titles quarterly across all marketing channels.
- Maintained 10,000+ title and author pages on website, creating pages for new shows.
- Liaised with external contacts such as *Playbill* and *BroadwayWorld* as needed.
- Developed and executed marketing strategy for the Samuel French Off Off Broadway Short Play Festival; including the creation of graphic assets and copy for OOB channels.

Resident Artist at **Double Edge Theatre**. Ashfield, MA. June 2019–August 2020.

- Wired electrics across 105-acre outdoor farm space, waterproofing all points of connection.
- Assisted the production manager with construction of sets for 3 productions, including designing and executing construction of pressurized cannon for puppet launch effect.
- In 2020, collaborated on *6 Ft Apart, All Together*, ensuring sets allowed for safe distance between performers and audience members during early covid-19 pandemic.

Acquisitions Intern at **Concord Theatricals**. Remote. June 2021–August 2021.

- Synopsized and annotated submitted and archival scripts for internal pitching and marketing.
- Scouted 100+ new scripts to license based on 600 theaters' season announcements.

Associate Editor for **LMDA REVIEW**. Remote. December 2019–December 2022.

- Peer-reviewed Spanish-English journal with readership of 100+, published annually.
- Edited drafts for copy errors with 72-hour turnarounds.
- Corresponded with two peer reviewers and six or more authors per journal cycle.

Assistant Director at **Pentameters Theatre**. London. February 2020–March 2020.

- Ushered, operated lights and sound, and served as run crew for Chekhov double-bill.
- Facilitated weekly poetry workshops alongside Artistic Dir. Leonie Scott-Matthews.

Teacher at **Boston Children's Theatre**. Boston. May 2018–March 2019.

- Planned and taught acting classes for five different student groups aged 9-18.
- Directed students to create original presentations during each quarter.

Education

Bachelor of Fine Arts: Theatre Arts. **Boston University** 2021. Magna Cum Laude.

Cumulative GPA: 3.9/4.0

Relevant Coursework: Voice & Speech, Multivariate Calculus, Computational Physics, Astrophysics, Research Writing, Anthropology, Art History, Theatre History, Arts Criticism, Literary Criticism.

Technical Skills

F-03 Fireguard, E-27 Apprentice Minor Pyrotechnic Supervisor, Carpentry (Intermediate), Entertainment Rigging (Intermediate), Project Management (Asana), Mindfulness-based process.