

MADDIE OSBORN

CREATIVE PRODUCER & ARTS ADMINISTRATOR

CONTACT INFORMATION:



New York/London



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EDUCATION:

- **Royal Central School of Speech and Drama**

MFA Creative Producing, 2021

Leadership: MFA Creative Producing
2020 Course Representative

- **James Madison University**

BA Musical Theatre, 2018

Senior Thesis: Developed an after school arts program for low-income students in Harrisonburg, VA

Awards: National Society of Collegiate Scholars, Dean's List, Alpha Psi Omega Honor Society

- **Study Abroad**

JMU Semester in London, London, UK
British media, theater, literature, and fine art

Lorenzo de' Medici, Florence, IT
Italian language and art

SKILLS:

PatronManager

AirTable

Wealth Engine

Database Maintenance

Event Planning

Front of House & Reception

Mercury Musical Developments/Musical Theatre Network

Lead Coordinator | SPRING 2020

- Led team of production assistants to produce and promote the UK's leading showcase of new musical theatre at Royal & Derngate, Northampton
- Supported marketing and fundraising initiatives through donor cultivation and digital and direct marketing campaigns to support the 41 pitches of new musicals
- Worked closely with writers to develop and produce their individual 25 minute pitches

Primary Stages

Development and Special Events Intern | JAN - JULY 2019

- Completed prospect research, donor cultivation, proposal writing, and stewardship
- Curated experiential marketing events including readings and presentations tailored to promote specific productions
- Managed donor database, accurate gift processing, and financial reconciliations
- Bolstered Primary Stages's online presence by writing blogs, creating communications, and acknowledgments

B Street Theatre

Arts Administration Intern | FALL 2018

- Produced and directed B Street's Holiday Comedy Show
- Assisted in coordinating and facilitating the 2018 National New Play Network's annual showcase
- Planned special events and created partnerships with targeted 501C's and vendors
- Line produced season productions as the point person for hospitality, accommodation, and logistics with artists
- Tracked departmental expenses and completed budget reconciliation

English Touring Theatre

Producing and Arts Administration Intern | SUMMER 2017

- Collaborated with Joe Public Marketing to analyze data, create marketing packs, collect figures, and distribute copy
- Identified potential donors and facilitated special events
- Created communications through copywriting and editing; designed promotional posters, updated the digital show archive, wrote the informational packets for touring actors, and edited programs
- Individually managed the prop store and the hiring of rehearsal space