MADDIE OSBORN

CREATIVE PRODUCER

CONTACT INFORMATION:

New York/London

email for phone contant

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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: Designed a novel after school arts program for low-income students in Harrisonburg, VA

  Honors: 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/INTERESTS:

PatronManager

Salesforce

AirTable

Wealth Engine

Front of House Management

Arts for Social Justice

Primary Stages

Arts Administration Assistant | May 2020

- Interdepartmental collaboration to curate virtual programming
- Creating a branding guide for online communications and contributes to organic social media content strategy
- Manages the Literary Database and script submissions
- Processes financial reconciliations and acknowledges gifts
- Oversees the mentorship of the development intern

Development and Special Events Intern | JAN - JULY 2019

- Assisted in planning and execution of marketing and fundraising events including: 2 Off-Broadway Opening Nights, donor cultivation outings, Spring Fling Benefit (100 guests) and the Gala (300 guests)
- Created partnerships with targeted 501C's and vendors such as The Doughnut Project and IT'SUGAR
- Bolstered Primary Stages's online presence by producing content for the PS Blog and e-newsletter that increased the average click-to-open rate to 37%
- Worked with Marketing Department to exceed sales expectations for subscriber renewal campaign

Mercury Musical Developments

Lead Coordinator | SPRING 2020

- Lead team of production assistants to produce the UK's leading showcase of new musical theatre at Royal & Derngate
- Supported marketing and fundraising initiatives for the 41 pitches of new musicals
- Worked closely with playwrights and musicians to develop their work and stage their new writing

B Street Theatre

Arts Administration Intern | FALL 2018

- Coordinated hosting and stage managing the 2018 National New Play Network's showcase, presenting 6 new plays
- Line produced season productions and served as the point person for hospitality and logistics with artists
- Produced and directed B Street's Holiday Comedy Show

English Touring Theatre

Producing and Arts Administration Intern | SUMMER 2017

- Assisted with casting and season planning
- Analyzed data, created marketing packs, and collected figures for audience development initatives
- Individually managed the prop store and the hiring of rehearsal space