

LAUREN HALVORSEN

WASHINGTON, DC

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EXPERIENCE

Freelance Writer and Content Strategist – Washington, DC

JUNE 2020 - PRESENT

- Created the independent theatre newsletter *Nothing for the Group* (nothingforthegroup.substack.com), a weekly round-up of regional theatre news, reviews, takes, and commentary; built a readership of 3000 subscribers and generated \$14,000 in annual revenue
- For TheatreWashington: redesigned the layout of the weekly email newsletter theatreWatch and expanded the content to include nationally relevant stories and local employment opportunities, researched and wrote a process history detailing the organization's transition to gender-inclusive performance awards

Studio Theatre – Washington, DC – *Associate Literary Director*

SEPTEMBER 2011 - JUNE 2020

- Co-managed the daily operations of the literary department, including designing and maintaining administrative processes and systems for play submission tracking, script reader training, and assorted record-keeping and archiving, budgeting for general operations and managing the Artistic Reserve fund, invoicing and reconciling expenses, travel arrangements, ordering supplies, and occasional scheduling and contracting
- Produced four new play workshops, ten public play readings, 22 artistic presentations to staff and the Board of Trustees, and 83 post-show audience and donor events and conversations. Served as production dramaturg on 32 new, classic, and contemporary plays.
- Built meaningful relationships with hundreds of playwrights, directors, designers, actors, staff members, board members, donors, and other institutional stakeholders
- Wrote, edited, proofread, and fact-checked institutional publications, including annual reports, grant materials, strategic plans, press releases, newsletters, essays, website features, playbill content (articles, interviews, centerspreads), social media posts, and lobby displays
- Supervised the workflow and day-to-day duties of the summer literary intern, and acted as a mentor to the year-long directing and producing apprentices. Designed and led seminars on cover letter writing, financial planning, script reading, and literary management for the full apprentice class.
- Created and maintained the Studio Theatre style guide, oversaw and trained staff proofreaders, and led new employee orientations on institutional voice and style
- Became key external ambassador for Studio's mission and programming. Scouted plays, artists, and projects at local, national, and international festivals and conferences.
- Revamped the internal weekly email digest of local, national, and international theatre news and trends, including broadening the breadth of news coverage, simplifying the email design and layout, and increasing the number of recipients by 50%
- Designed, built, and managed a comprehensive database to track submission information, readers, evaluations, and research for over 4,000 plays and projects
- Recruited by senior leadership to lead the Harassment Policy Task Force, a staff committee dedicated to crafting a new code of conduct in response to the MeToo movement. Organized and facilitated conversations with staff members, developed processes for anonymous staff

feedback, conducted research and compiled data on other theatres' code of conducts and policies, and co-drafted an extensive document of key recommendations, immediate action steps, and suggested benchmarks and check-in moments for the future

- Project managed the revamp of the Studio Theatre bookstore. Upgraded the inventory to represent Studio's historical taste and facilitated communication between the artistic and audience service departments on design modifications.
- As co-chair of Studio's web content committee: oversaw content population of the website relaunch, ensured all content adhered to institutional standards, performed day-to-day tasks related to site maintenance, and trained staff members to use content management system

The Alley Theatre – Houston, TX – *Literary Manager*

SEPTEMBER 2008 - AUGUST 2011

- Created new administrative procedures and systems for the literary department, including travel arrangements, scheduling, correspondence, and note-taking for the Director of New Play Development
- Revamped the new play submissions process, including database design and management, reading and evaluating 150+ scripts a year, and ongoing correspondence and relationship building with writers and literary agents
- Served as assistant dramaturg and production dramaturg on 12 classic and contemporary plays
- Supervised the workflow and day-to-day responsibilities of University of Houston dramaturgy fellows and summer interns
- Coordinated all institutional public programming, including arranging speakers and moderating post-show discussions and events for 33 theatrical productions

PRODUCTION DRAMATURGY EXPERIENCE

At Studio Theatre

<i>Pass Over</i> , Antoinette Nwandu	Psalmayene 24, dir.	March 2020
<i>Pipeline</i> , Dominique Morisseau	Awoye Timpo, dir.	January 2020
<i>Doubt</i> , John Patrick Shanley	Matt Torney, dir.	September 2019
<i>PYG, or the Mis-Education of Dorian Belle</i> , Tearrance Arvelle Chisholm*	Tearrance Arvelle Chisholm, dir.	April 2019
<i>Admissions</i> , Joshua Harmon	Mike Donahue, dir.	January 2019
<i>Kings</i> , Sarah Burgess	Marti Lyons, dir.	December 2018
<i>If I Forget</i> , Steven Levenson	Matt Torney, dir.	September 2018
<i>Vietgone</i> , Qui Nguyen	Natsu Onoda Power, dir.	April 2018
<i>The Wolves</i> , Sarah Delappe	Marti Lyons, dir.	January 2018
<i>Skeleton Crew</i> , Dominique Morisseau	Patricia McGregor, dir.	September 2017
<i>The Father</i> , Florian Zeller	David Muse, dir.	May 2017
<i>Three Sisters</i> , Anton Chekhov	Jackson Gay, dir.	March 2017
<i>The Hard Problem</i> , Tom Stoppard	Matt Torney, dir.	January 2017
<i>Hand to God</i> , Robert Askins	Joanie Schultz, dir.	July 2016
<i>Between Riverside and Crazy</i> , Stephen Adly Guirgis	Brian Macdevitt, dir.	January 2016
<i>Chimerica</i> , Lucy Kirkwood	David Muse, dir.	September 2015
<i>The Wolfe Twins</i> , Rachel Bonds*	Mike Donahue, dir.	November 2014
<i>Belleville</i> , Amy Herzog	David Muse, dir.	September 2014
<i>Water by the Spoonful</i> , Quiara Alegria Hudes	KJ Sanchez, dir.	March 2014

<i>Tribes</i> , Nina Raine	David Muse, dir.	January 2014
<i>The Real Thing</i> , Tom Stoppard	David Muse, dir.	May 2013
<i>The Motherfucker with the Hat</i> , Stephen Adly Guirgis	Serge Seiden, dir.	January 2013
<i>The Aliens</i> , Annie Baker	Lila Neugebauer, dir.	November 2012
<i>Bachelorette</i> , Leslye Headland	David Muse, dir.	May 2012
<i>The Big Meal</i> , Dan Lefranc	Johanna Gruenhut, dir.	April 2012
<i>Time Stands Still</i> , Donald Margulies	Susan Fenichell, dir.	January 2012

*denotes world premiere

At The Alley Theatre

<i>Pygmalion</i> , George Bernard Shaw	Anders Cato, dir.	May 2011
<i>August: Osage County</i> , Tracy Letts	Jackson Gay, dir.	February 2011
<i>Peter Pan</i> , J.M. Barrie*	Gregory Boyd, dir.	October 2010
<i>A Behanding in Spokane</i> , Martin McDonagh	James Black, dir.	August 2010
<i>Harvey</i> , Mary Chase*	Gregory Boyd, dir.	April 2010
<i>Mrs. Mannerly</i> , Jeffrey Hatcher	John Rando, dir.	January 2010
<i>Our Town</i> , Thornton Wilder*	Gregory Boyd, dir.	October 2009
<i>Sherlock Holmes & The Crucifer of Blood</i>	Gregory Boyd, dir.	July 2009
<i>The Farnsworth Invention</i> , Aaron Sorkin*	David Cromer, dir.	June 2009
<i>The Man Who Came to Dinner</i>	John Rando, dir.	February 2009

*denotes co-dramaturg

Guest Dramaturg/Artist

TheatreWashington Mentor Program (2021)
 University of Oklahoma (2021)
 Elon University (2021)
 University of Texas at Austin (2020)
 George Mason University (2020, 2021)
 LMDA Dramaturg Mentor Match Program (2019)
 Catholic University (2018, 2019)
 The Kennedy Center New Play Dramaturgy Intensive (2019)
 KCACTF Undergraduate Playwrights Workshop (2017)
 Towson University (2011, 2015)
 Clemson University (2010)

EDUCATION

Bryn Mawr College – *B.A. English and Creative Writing*

AUGUST 2003 - MAY 2007

TEACHING & VOLUNTEER EXPERIENCE

Adjunct Faculty Instructor – American University (Fall 2021)

PERF 220: Reflections of American Society Onstage

- 2020 Theatre Fellowship Grant Panelist, DC Commission on the Arts and Humanities
- 2020 Helen Hayes Awards Judge for Musicals, theatreWashington