

Ash Jeffers

(They/Them)

DC-MD-VA

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Education

Duke University | Trinity College of Arts and Sciences | 2021

- **BA English & Theater Studies with High Distinction**
 - Minor: Creative Writing
- Awards
 - **Forever Duke Student Leadership Award** | Duke University | May 2021
 - **Award for Excellence in Design and Technical Theater** | Dept. of Theater Studies | May 2021
- Selected Extracurriculars
 - **Technical Supervisor, Executive Council Member | Hoof ‘n’ Horn** | May 2019—May 2021
Oversight of technical elements for six student-produced musical theater shows. Collaborated with a large team of students and staff to devise feasible productions within the scope of the artistic vision. Communicated with student production managers, designers, technical directors, and carpenters; Duke Theater staff; and the organization’s Executive Council to coordinate production logistics.

Work Experience

Atlas Performing Arts Center | Washington, DC

- **Assistant Production Manager | July 2022 – Present**
Assists and supports the Director of Production in supervising all aspects of the performance and event venues at the Atlas Performing Arts Center. Provides support in the planning, advancement, execution, and close-out of all events.

Olney Theatre Center | Olney, MD

- **Front of House Manager | November 2021 – Present**
Responsible for facilitating pre-show experience for patrons; working with and leading a team of House Managers and Associates; communicating with stage management; and addressing patron concerns.
- **Front of House Associate | July 2021 – November 2021**
Responsible for greeting, ticketing, ushering, bartending, and concession sales.

1st Stage | Tysons Corner, VA

- **Technical Director, Props Designer, “The Phlebotomist” | January 2022 – March 2022**
Worked with production manager to oversee the execution of technical elements: scenic construction, finishing, and paint; properties design.
- **Technical Director, “Secret Things” | November 2021— December 2021**
Assisted production manager and scenic designer with scenic load-in, tech week, run maintenance, and strike. Responsible for soft goods, audio cabling, and final set touches.

Innoforce Pharmaceuticals | Rockville, MD

- **Corporate Development Intern | June — September 2021**
Supported the CD Team by distributing communication digests, meeting notes, and team status updates on ongoing cell and gene therapy innovation partnership discussions. Responsible for filing tasks, communications, and notes through Hubspot customer relationship management (CRM) software.

Duke University Department of Theater Operations | Durham, NC | Part-Time

- **Student Scene Shop Carpenter | Jan 2017—March 2020**
Worked under professional theater staff to construct seven Theater Studies Mainstage Production. Supervised junior members of the build team. Assisted with lighting, scenic painting, and props.

Skills

Writing | Creative thinking | Scenic design | Microsoft Office | Vectorworks Spotlight (3D modeling, rendering, drafting) | Adobe Illustrator, Photoshop, Premiere | Customer Service | Cash Handling | Power Tool Proficiency |