

# JORDAN WELLS

(she/her)

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## EDUCATION **CATHOLIC UNIVERSITY**

MA in Theatre Education

Expected Graduation: Fall 2024

## **CLEMSON UNIVERSITY**

BA in Production Studies in Performing Arts, Theatre

May 2019

## WORK

### EXPERIENCE

#### **PROGRAM ASSOCIATE**

THEATRE WASHINGTON

February 2023-current. Duties include: implementation, upkeep, and use of NEON data; providing support in maintaining the website; communicating with partner organizations; providing programmatic support as needed; and working to uphold and enact Theatre Washington's core values of anti-racism and anti-oppression.

#### **PROGRAMMING ASSISTANT**

ENCORE STAGE & STUDIO

Assisted the Education Director from August-December 2021. Duties included: providing administrative support to teaching artists by preparing class materials, lesson planning, and liaising with students and families; adapting a devised script to meet Virginia Standards of Learning and creating an accompanying resource guide; developing job descriptions, conducting outreach, and scheduling interviews for new teaching artists, interns, and apprentices; organizing and scheduling auditions and rehearsals; providing customer support to patrons by managing the education email address.

#### **EDUCATION INTERN**

PORTLAND STAGE

Co-taught virtual and in-person classes, camps, and workshops from August 2020-May 2021. Duties included: facilitating programming in partnership with the Portland Public School system; creating content for and formatting resource guides; filming and editing virtual sharings; co-directing a production of *As You Like It* with the Shakespeare Teen Company; email correspondence with students and families.

#### **EDUCATION APPRENTICE**

ENCORE STAGE & STUDIO

Lead, solo, and assistant taught a variety of in-person, virtual, and recorded classes from September 2019-June 2020. Other duties included: front-of-house management and student FOH training; production management for a student-devised piece; communicating with students and families via phone and email.

#### **EDUCATION INTERN**

LEXINGTON CHILDREN'S THEATRE

Co-taught 10 one-week camps from May-August 2019. Programming included creative drama-based and performance-based camps. Duties included: planning and executing lessons and disseminating information to campers and families.

#### **TEACHING ARTIST**

Freelance work creating recorded class content, lead teaching summer camp, and developing curriculum guides to accompany student matinees.

Lead presenter of "Auditioning for College" at South Carolina Theatre Association's annual conference in 2018 and "Approaching Shakespeare" at D.W. Daniel High School.

#### **INTERN**

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

Human Capital and Talent Management division - summer 2017

Web Management Team, Bureau for Legislative and Public Affairs- fall 2022

#### **RESIDENT ASSISTANT**

CLEMSON UNIVERSITY

Academic Years 2016-2017, 2017-2018