

8 S Chester St  
Baltimore, MD 21231

## **Katherine A. Offutt**

202-368-9962  
offuttk@gmail.com

Production Manager/Producer with a boatload of assorted general technical experience, skilled in properties/set dressing, who loves the problem-solving aspects of theatre tech/design.

**Education** B.A. Music Theory and Anthropology, Dickinson College, 2012  
M.A. Arts Management, American University, 2020

### **Positions Presently Held**

Maryland Renaissance Festival, Rehearsal and Production Stage Manager (2013-Present) Part-Time Seasonal  
Maryland Renaissance Festival, Sound Technician/A1 – White Hart Stage (2021-Present) Part-Time Seasonal  
Silver Spring Stage, Properties Manager (2022-Present) Volunteer  
Flying V, Executive Director (2020 – Present) Full Time

### **Skills**

American Red Cross CPR/First Aid Certification – Valid driver's license – Box Truck Operation – Expert music reading – Music composition/arranging – Volunteer management – Festival management – Devised Theater – Microsoft Office Suite – SAFFD Firearms Safety Certification– Database/Ticketing experience: Salesforce, Apricot, Access, Personify, Vendini, Raiser's Edge, ThunderTix – Props production (occasionally puppets/masks) – Stained Glass – Resin Casting - Experience operating: ETC Express, Element and ION consoles, LS9 and Behringer X32 digital soundboards, Mackie, and Allen and Heath analog soundboards - Experience running and proficiency in programming QLab – Proficiency programming ETC consoles – Light hang and focus – General carpentry skills – Basic/Intermediate Level Scenic Painting - Experience reading and drafting in VectorWorks and AutoCAD – General Light and Sound troubleshooting – Ladder monkey – Genie operation – Theater safety enthusiast – Collaborative - Good at triaging information and constantly reordering priorities with new information – Optimistic – Able to focus and direct self and others in stressful situations – Please don't make me rig anything.

### **Experience (2014-present)**

<b><i>Ally Theater Company</i></b>		
Rabbit Summer	Properties/Set Design	dir. KenYatta Rogers
The Most Spectacularly Lamentable Trial of Miz Martha Washington	Properties/Set Design	dir. Ty Hallmark
<b><i>Flying V</i></b>		
<i>Producorial Oversight for 2021, 2022, and 2023 seasons</i>		
<i>Box Office Manager</i>		
Monstress	Wizardry/Special Effects	dir. Kelly Colburn
<b><i>LiveArtDC</i></b>		
The Merry Death of Robin Hood	Stage Manager	dir. Jason Schlafstein
<b><i>Molotov Theatre Group</i></b>		
Lovecraft: Nightmare Suite	Production Manager	dir. Jay D Brock
Neighborhood 3: Requisition of Doom	Production Manager/Stage Manager	dir. David Dieudonne
The Margins	Production Manager	dir. Carl Brandt Long
Nightfall with Edgar Allan Poe	Stage Manager	dir. Mark Kamie
Gallery: A Staged Reading	Stage Manager	dir. Adam R. Adkins
<b><i>Nu Sass Productions</i></b>		
Exit Carolyn – Cap Fringe 2017	Properties/Set Dressing	dir. Bridget Grace Sheaff
<b><i>Monumental Theatre Company</i></b>		
Bonnie & Clyde	Properties/Set Dressing	dir. Ryan Maxwell
<b><i>Pinky Swear Productions</i></b>		
All The Feels – Cap Fringe 2022	Stage Manager	dir. Natalia Nagy
Use All Available Doors	Stage Manager	dir. Toni Rae Salmi
Over Her Dead Body – Cap Fringe 2016	Assistant Stage Manager	SM: Laura Wood
Lizzie	Properties/Set Dressing	dir: Marie Sproul
<b><i>Red Knight Productions</i></b>		
Medieval Storyland	Stage Manager	dir. Scott Courlander
Smellin' Up the Den	Takeover Stage Manager	dir. Scott Courlander

### ***Maryland Renaissance Festival***

Stage Management and Properties Design/Construction for various productions and projects of the Maryland Renaissance Festival's in-house cast from 2013-Present. A1 for the White Hart Tavern stage (2020-Present).

**Volunteer (2012-present)*****Silver Spring Stage***

Native Gardens	Properties/Set Dressing
Men on Boats	Properties/Set Dressing
Intimate Apparel	Lighting Designer
Bright New Boise	Lighting Designer
Much Ado About Nothing	Producer/Stage Manager
The Metal Children	Stage Manager
33 Variations	Producer/Set Painter/Build Crew
Arabian Nights	Musical Director
The Language Archive	Stage Manager/Set Painter
The Real Thing	Stage Manager
The Little Dog Laughed	Stage Manager
Venus in Fur	Lighting Designer
The Baltimore Waltz	Lighting Designer

***Rockville Little Theater***

The Tempest	Stage Manager
-------------	---------------

***Rockville Musical Theater***

Guys and Dolls	Stage Manager
----------------	---------------

***Kensington Arts Theater***

Spring Awakening	Stage Manager
------------------	---------------

***The Arlington Players***

Midsummer Night's Dream	Properties/Set Dressing
-------------------------	-------------------------

dir. Matt Ripa  
dir. Erin Bone Steele  
dir. Seth Ghitelman  
dir. Matt Ripa  
dir. Andy Greenleaf  
dir. Sarah Scafidi  
dir. Natalia Nagy  
dir. Jacy D'Aiutolo  
dir. Joseph Coracle  
dir. Joseph Coracle  
dir. Eric Scerbo  
dir. John Dellaporta  
dir. Bob Scott

dir. Charles Boyington

dir. Eric Scerbo

dir. Emily Zickler

dir. Erin Branigan

**University Experience (2008-2012) – Dickinson College, Carlisle, PA**

Department of Theater and Dance scenic shop employee (2010-2012)  
4 years as a pinned Mermaid Player in good standing (vice president: 2010-2012)  
Music Society board member (co-president, 2011-2012)  
A whole lot of academic theatre of various production levels and artistic quality.

**Education:** MA Arts Management, American University – Washington, DC – December 2020  
BA Anthropology and Music Theory, Dickinson College – Carlisle, Pennsylvania - May 2012

**Experience:**

**Executive Director, Flying V, Silver Spring, MD 4/2020-present (3 Years)**

- Restructured the organization from a hierarchal to shared leadership model between 2020-2021, remains a member of established Shared Leadership Team.
- Oversees the following: legal standing and nonprofit obligations, fundraising and grant writing/reporting, financials and accounting, HR practices, program staffing, and general production oversight.
- Serves as lead and main contact for community partnerships and engagement, board communications/liasing, business development, website management. Directly Supports: Marketing and Program

**Development and Special Events Associate, Opera Lafayette, Washington, DC -- 9/2018 - 4/2020 (1 year, 6 months)**

- Lead for grants research, writing, and reporting – as well as active grants management and communication
- Manage donor acknowledgement processes and donor benefits
- Donor database management and maintenance, including reporting and analysis in support of department goals and organizational research
- Lead on all development mailings and mail campaigns
- Generate development copy for seasonal brochures, post cards, invitations, web publications and solicitations
- Actively work to construct and adapt internal procedures in support of a growing arts organization
- Audit assistance and financial reconciliations
- Special Events planning, organization, and implementation

**Administration and Operations Specialist, Development, Girl Scouts Nation's Capital, Washington, DC -- 8/2016- 4/2018 (1 year, 9 months)**

- Wrote and reported on grants for corporations/foundations giving to Council in support of Corporate and Foundation Relations Officer's goal of \$1,000,000.
- Processed all donor related program applications.
- Designed, ran and analyzed various data-driven reports and tracked campaign and department progress and overall fundraising trends/
- Managed 4 seasonal volunteers/interns.
- Established and implement policies and procedures that create, document and maintain an effective prospect/donor management and tracking system.
- Understand the interplay of all department processes and procedures and help colleagues to set up gift appeals and campaigns with a mind for accurate tracking and representation.
- Maintained the integrity and accuracy of the department's donor database, DonorPerfect.
- Performed monthly revenue reconciliations with finance department to ensure consistent and accurate gift accounting. Audit assistance.

**Database Coordinator, Girl Scouts Nation's Capital, Washington, DC ~ 10/2012-8/2016 (3 years, 11 months)**

- Maintained volunteer/staff records and registrations for memberships, orders, and trainings in the multiple databases
- Troubleshoot registration/database issues for staff and volunteers.
- Provided payment and invoice data upon request.
- Designed, ran, and organized reports for membership, volunteer development and camping departments.
- Assisted members, volunteers, and staff with database questions and concerns.
- Maintained accountability to multiple departments with open communication and honest assessments of time and workload.

**Production Manager, Molotov Theatre Group ~ 8/2013- 3/2016 (2 years, 6 months)**

- Managed the technical staff/direction for each season's productions.
- Hired and oversaw designers, overhire, stage managers and run crew.
- Booked rehearsal and performance spaces.
- Drafted and monitored the budget, contracts, and reimbursements for each production.
- Acted as a face of the company at public relations events and fundraisers.

**Stage Manager, Maryland Renaissance Festival 3/2013-present (10 years)**

- Seasonally, manage multiple stage spaces in a bustling, 25,000+ patron facility.
- Liaison between the in-house cast (60), rotating visiting performers (20+) and production staff/management.
- Keep stages running on schedule and solves timing and technical problems as they arise.
- Rehearsal schedule design and management, as well as properties procurement, for in-house cast
- Also now serves as A1 of the White Hart Tavern Stage (2020-present)

**Skills:** Database and CRM (Personify/Apricot/Access/Vendini/Salesforce/DonorPerfect/PatronManager/Raiser's Edge/ThunderTix – Events management and oversight – Volunteer management – Grant Writing and Reporting – Microsoft Office Suite – Project Management – Outlook – Moves Management – Development Operations – Donor Communications and Stewardship Donor Cultivation and Solicitation – Accounting Literacy – IRS and Nonprofit Law Literacy