

JOHN MEREDITH

CONTACT

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JohnMeredithStage.com

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EDUCATION & TRAINING

BFA Stage & Production Management

Emerson College | *magna cum laude*

Intimacy & Consent Practices

IDI & IDC | 42 hours training & auditing

Cultural Equity Learning Community

Arts Connect International | 16 weeks (in process)

SKILLS

Office, iWork, and Google Suite

Wix & WordPress

HTML & CSS

Canva

EMS

event management software

YourMembership

association management software

Fonality

PUBLICATIONS

Beyond the Bathrooms: Cultivating meaningful trans incision in theatrical spaces

Meredith & Levine, HowlRound (2019)

Drawing a Line: Addressing sexual harassment in our theatre communities

Simmons, Meredith & Lewis, HowlRound (2019)

COMMUNICATIONS ASSOC. | STAGESOURCE | APR 2020 – PRESENT (PROJECT BASIS)

OPERATIONS MANAGER | STAGESOURCE | APR 2019 – APR 2020

ADMINISTRATIVE ASSISTANT | STAGESOURCE | SEP 2018 – MAR 2019

- Membership communication: respond to phone, email, and snail mail inquiries from over 1800 theater artists and 220 arts organizations and schools
- Complete overhaul of the weekly E-News & Email Alerts sent to 2k subscribers
- Website maintenance: membership records, payment processing & e-commerce, content creation & renovation, and troubleshooting technical difficulties
- Execute outreach, social media campaigns, and mailings for membership including fulfillment, renewal, and new member solicitation
- Writing, revising, and copyediting messaging to go out to members, funders, and the public
- Steer advocacy initiatives including Gender Parity, Gender Explosion (trans & non-binary inclusion), and Line Drawn (sexual harassment prevention)
 - Develop a partnership with Intimacy Directors International to bring the first IDI trainings to the Boston community
 - Facilitate Gender Explosion trainings and panels on transgender inclusion
 - Collection of theatrical hiring data and creation of an annual report on gender and racial parity
 - Design the pilot program for community theatres to adopt the Line Drawn Community Standards
- Coordinate and run events including Workshops, Job Fair, Auditions, Task Force Meetings, School Visits, and Networking Events
- Design of social media graphics & promotional materials
- Lead management of the Member of the Week campaign & School Visit program
- Schedule meetings and book space for the Executive & Program Directors

AEA STAGE MANAGER | SPEAKEASY, HUNTINGTON, HARVARD | OCT 2013 – JUNE 2020

- Facilitated clear lines of interdepartmental communication for 30+ productions
- Organized and maintain supplies for rehearsal and performance spaces
- Maintained scenic, costume, property and other technical aspects of productions
- Collaborated on the development and upkeep of tracking documents, scripts, and personnel information

PRODUCER | SPARKHAVEN THEATRE | MAY 2020 – AUG 2020

- Drafted grant proposals and fundraising language – Recipient of a 2020 Transformative Public Art Grant from the City of Boston
- Designed and maintained the Sparkhaven Theatre website
- Cast and hired over 50 actors, directors, and playwrights

OFFICE ASSISTANT | HOWLROUND | SEP 2016 – MAY 2017

- Provided administrative support to the HowlRound team
- Reformatted and proof-read published blog content
- Added alt-text to images, in line with web-accessibility initiatives
- Populated the World Theatre Map & Playwright Residency Calendar with data