



# RAYMOND J. ROMEO PRODUCTION MANAGER

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## PRODUCTION MANAGEMENT

Quantum Theatre                      Director of Production                      Pittsburgh, PA                      2011 – Present

- Assess found spaces based upon cost-effectiveness and practicality.
- Measure and draft chosen found spaces as deliverables for the design team.
- Generate departmental budget estimations for each production in the season.
- Provide design deadlines and schedule weekly production meetings.
- Approve and coordinate design concepts based upon determined space limitations.
- Gather and transport all necessary equipment and supplies to/from the space.
- Monitor the use of and return rented and borrowed equipment in a timely manner.
- Keep a thorough and up-to-date inventory of Quantum Theatre storage facilities.
- Find and contract a technical director and labor crew on a project by project basis.
- Formulate and adhere to a build calendar based on the footprint for each project.
- Maintain each space as a suitable rehearsal area throughout the build period.
- Develop, build, and install a safe seating arrangement for a 100–200 person audience.
- Have all draftings, drawings, and the space itself approved by Pittsburgh Building Inspection.
- Ensure the upkeep of the integrity of the show from a technical standpoint throughout the run.
- Be familiar with the tracking of run crew members; act as a crew stand-in if necessary.
- Supervise stage manager in the following of facility guidelines and lockup procedures.
- Provide documentation in the form of receipts for all purchases.

Maximum Entertainment                      Production Manager                      NYC                      2008 – 2011

- Generate departmental budget estimations for each outgoing touring production.
- Approve draftings provided for productions from each design department.
- Build a production calendar including IATSE crew calls, production meetings, and notes sessions.
- Schedule weekly conference call production meetings for out of town designers.
- Facilitate digital communication for the out of town designers from a variety of locations.
- Acquire the necessary materials for the build of shows.
- Advance tour venues in order to scope out the fit for the specifications of touring shows.
- Travel with tours to their first few locations to ensure correct install of set and equipment.
- Keep an itemized list, and maintain the organization of, Maximum Entertainment storage facilities.
- Supervise production install and technical rehearsals.
- Source and provide rental equipment.

## AEA STAGE MANAGEMENT

|                  |   |                |             |
|------------------|---|----------------|-------------|
| Pittsburgh CLO   | <i>The Marvelous Wonderettes</i>          | Pittsburgh, PA | 2011        |
|                  | <i>Curtains</i>                           |                | 2010        |
|                  | <i>The Producers</i>                      |                | 2010        |
|                  | <i>The Student Prince</i>                 |                | 2010        |
| Theatreworks USA | <i>Seussical the Musical (nat'l tour)</i> | NYC            | 2007 – 2008 |



## NATIONAL/INTERNATIONAL TOURS

|                         |   |                  |      |
|-------------------------|---|------------------|------|
| Maximum Entertainment   | <i>Irving Berlin's "I Love a Piano"</i><br>Tour Manager | Japan            | 2010 |
| Broadway on Tour        | <i>Gilligan's Island the Musical</i><br>Tour Manager    | NYC              | 2009 |
| VEE Corporation         | <i>Sesame Street Live</i><br>IATSE Sound Engineer       | Minneapolis, MN  | 2007 |
|                         | <i>My Little Pony Live</i><br>IATSE Electrician         |                  | 2006 |
| Windwood Productions    | <i>Children's Letters to God</i><br>Technical Director  | NYC              | 2006 |
| American Family Theatre | <i>Beauty and the Beast</i><br>Technical Director       | Philadelphia, PA | 2006 |
|                         | <i>Pinocchio</i><br>Technical Director                  |                  | 2005 |
|                         | <i>Anne Frank</i><br>Technical Director                 |                  | 2004 |

## DESIGN/TECHNICAL EXPERIENCE

|                        |   |                |      |
|------------------------|---|----------------|------|
| Quantum Theatre        | <i>Parlour Song</i><br>Video Design                             | Pittsburgh, PA | 2013 |
| Pittsburgh CLO         | <i>The Marvelous Wonderettes</i><br>Properties Master           | Pittsburgh, PA | 2011 |
|                        | <i>'S Wonderful</i><br>Properties Design                        |                | 2010 |
| Lucille Lortel Theatre | <i>The Plant That Ate Dirty</i><br><i>Socks</i><br>Sound Design | NYC            | 2008 |

## SKILLS/CERTIFICATES

|                                |                         |             |                                 |
|--------------------------------|-------------------------|-------------|---------------------------------|
| AEA Member (7 years)           | CDL License             | QLab        | Pro Tools                       |
| IATSE Local 260 (7 years)      | PA Driver's License     | SFX         | AutoCAD 2007 - 2014             |
| Certified Vari-Lite Technician | ETC Console Operation   | Vectorworks | Advanced Office (Excel, Access) |
| CPR/First Aid Certified        | Audio Console Operation | Lightwright | HTML/JavaScript coding          |

## EDUCATION

|                          |                |                            |
|--------------------------|----------------|----------------------------|
| University of Pittsburgh | Pittsburgh, PA | BA: Theatre/Communications |
|--------------------------|----------------|----------------------------|

## REFERENCES

|   |   |  |
|---|---|--|
| Eva Price<br>Producer<br>Maximum Entertainment<br>646.520.4950<br>eprice@maximumcompany.com | Tony Ferrieri<br>Director of Production<br>City Theatre<br>412.431.8347 x 240<br>tferrieri@citytheatrecompany.org | C. Todd Brown<br>Professor of Lighting<br>Carnegie Mellon University<br>412.268.1570<br>toddb@andrew.cmu.edu |
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