



MANDI LEE

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Alexandria, VA 

Mandi-Lee 

ARTS ADMINISTRATOR & PRODUCER

WORK EXPERIENCE

SYNETIC THEATER

2020 - Present

CREATIVE PRODUCER

Developed and produced a variety of projects at Synetic Theater including:

- *Shhhhakespeare Revue* - a new show that I wrote and produced for the Lubber Run Amphitheater Summer Series
- *The Miraculous Magical Balloon* - a local tour of an established production in partnership with National Landing BID, Rosslyn BID, Langston Boulevard Alliance, and Arlington County
- Pop-up improvised street performances in collaboration with the National Cherry Blossom Festival
- *Body of Mind* - A four part documentary series conceived and executive produced by me for Synetic Streaming

DEVELOPMENT DIRECTOR

Lead the Development and External Relations team that manages all fundraising, social media, marketing, and community partnership initiatives.

- Conceptualizing and orchestrating public outreach events like The Vampire Ball
- Building and managing a white label video-on-demand platform
- Serving as primary support staff for Managing Director
- Overseeing the implementation of a new CRM system
- Securing large scale gifts including a six-figure corporate sponsorship
- Developing and implementing marketing campaigns

ORLANDO SHAKES

2018 - 2019

ARTISTIC FELLOW

Served as assistant to the Company Manager and Artistic Director. Duties included assisting with:

- Audition management as well as casting both the Mainstage season and New Works Festival
- Artist Travel & Housing including booking flights and hotels as well as attending to extended stay needs
- Workshop Booking for Educational Programs
- Season Planning for upcoming season as well as multi-year series planning

THE SEEDLING PROJECT

2015 - 2016

CO-FOUNDER & ARTISTIC DIRECTOR

Created and served as Artistic Director of a year-long theater lab. Duties included:

- Selecting four titles for full production as well as a New Works lab and pop-up serialized bar theater
- Hosting auditions and assisting with casting for all projects.
- Procuring a venue for each project and serving as the primary venue liaison
- Contracting all artists including actors, writers, designers, stage management, and crew
- Executive producing the New Works festival and bar theater series

EDUCATION

MASTER OF FINE ARTS, THEATER
University of Central Florida, 2019

BACHELOR OF FINE ARTS, ACTING
Webster University, 2011

SKILLS

Project Management, Event Planning, Budgeting, Marketing, CRM Management, Google Suite, MS Office Suite