

# Olivia Rankin

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## Education

BA Technical Scenography                      Dalhousie University                      Halifax, NS 2014

## Upcoming:

|           |                             |                    |                                 |
|-----------|-----------------------------|--------------------|---------------------------------|
| Jan/Feb   | <i>Controlled Damage</i>    | ASM                | <i>Neptune Theatre</i>          |
| Feb/Mar   | <i>The Hobbit</i>           | Lighting Design    | <i>Neptune Theatre</i>          |
| Mar/April | <i>Billy Elliot</i>         | Lighting Assistant | <i>Neptune Theatre</i>          |
| April/May | <i>Til Death Do Us Part</i> | Stage Manager      | <i>Kick at the Dark Theatre</i> |

## Select Production & Management Experience

|   |                              |                      |                                 |
|---|------------------------------|----------------------|---------------------------------|
| <i>Assassins</i>  | Co- Producer                 | Producer L. Thornton | Whale Song Theatre              |
| <i>An Ordinary Afternoon in 1974</i>                      | Production Assistant         | Dir. D. MacIvor      | Mulgrave Road Theatre           |
| <i>The Bridge</i>   | ASM                          | SM Sylvia Bell       | 2b theatre with Neptune Theatre |
| <i>KAMP</i>   | Apprentice ASM               | SM June Zinck        | EFT with Neptune Theatre        |
| <i>S. M. Arts Conference</i>                              | Assistant Coordinator        | Janelle Rainville    | Neptune Theatre                 |
| <i>Peter &amp; The Starcatcher</i>                        | Stage Manager                | Dir. L. Thornton     | Whale Song Theatre              |
| <i>Songs of the Rat Pack</i><br><i>ft. Heather Rankin</i> | Production/<br>Stage Manager | Dir. G. Brown        | Spatz Theatre                   |
| <i>The Advent Show 2017</i>                               | Production/<br>Stage Manager | Dir. G. Brown        | Spatz Theatre                   |
| <i>Tyrant</i>   | Stage Manager                | Dir. D. Bray         | The Villain's Theatre           |
| <i>Stop Kiss</i>  | Stage Manager                | Dir. A. House        | Whale Song theatre              |
| <i>Martha</i>   | Stage Manager                | Dir. R. Wilcox       | Festival Antigonish Theatre     |
| <i>Songs of the Rat Pack, Tour</i>                        | Stage Manager                | Dir. G. Brown        | Eastern Front Theatre           |
| <i>The West Woods, Tour</i>                               | Apprentice ASM               | SM June Zinck        | Mulgrave Road Theatre           |
| <i>Songs of the Rat Pack</i>                              | Stage Manager                | Dir. G. Brown        | Neptune Theatre                 |
| <i>Heathers: The Musical</i>                              | Stage Manager                | Dir. E. Jewer        | WhaleSong Theatre               |

## Production Management & Administration

- Create and maintain production schedule; tracking all business deadlines, meetings and necessary tasks to be completed.
- Assist ADs with sorting out various production logistics while also fulfilling Stage Management duties.
- Communicate with business partners such as rental companies, tour venues, media personnel and sponsors.
- Process incoming invoices and maintain records.

## Sponsor Management

- Create and design multi-level sponsorship packages.
- Approach prospective sponsors and local businesses to establish working relationship.
- Maintain communication with sponsors in addition to processing their payments, sending invoices and maintaining detailed records.
- Ensuring all sponsor benefits such as tickets, advertisements, or any other are fulfilled.

## Ticket Sales Management

- Created and implemented a successful ticket sales procedure with third party ticket company, including marketing materials.
- Record payments, tracking sales, entering data into database software and maintaining proper financial records.
- Communicate effectively between Admin, Box Office/Ticket Company, Venue Directors and Front of House Management.

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## **Personal Achievements**

RBC Chrysalis Project Participant – Lighting Design – Neptune Theatre 2019/2020

Robert Merritt Award for “Best Production” – *KAMP* Eastern Front Theatre

Robert Merritt Award for “Best Production by an Emerging Theatre Company” – *Story of a Sinking Man*

Dalhousie Theatre Department’s Blanche Potter Award

CIBC YouthVision Scholarship of Canada

Canada Cord Leadership Award

References available upon request