

Swaine Kauai

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**OBJECTIVE**  
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To execute excellent: leadership, community, customer service skills, and honorable company representation.

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**MANAGEMENT HISTORY**  
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-Kamehameha Schools, HI, 2016-16

Teacher

Summer School Teacher. Created and implemented curriculum for a 6 week course. 25 students, 3 groups a day. 5th graders.

-Memphis, TN, 2016

University Professor

Taught university level core Intro classes. Developed and executed university syllabi, grading, and developing appreciation classes. 28 students.

-Sylvan/Bright Beginnings, HI, 2013-16

Teacher/Activities Leader

Taught students English vocabulary, sentence structure, problem solving skills, speech and diction. Oversaw payments for activities, and ensured student safety and accurate boarding and return times, to and from school. 10-30 students.

- NJPAC, NJ, 2011-13

House Manager

6th largest PAC. Multi-venue management: 2,800, 500, 150, 100, 30 seat houses. Supervised and scheduled 130 staff union ushers. Oversaw and executed crowd control for simultaneous shows and special events. Fireguard Certified.

- New York Musical Theatre Festival, NYC, 2011

Venue Director

Set-up venue for ticket sales, concessions, and NYMF advertising. Oversaw venue load-in and out. Cleaned House before and after shows. Oversaw any problems that dealt with the venue & patrons. Arranged the curtain speech with Sponsors.

- Theatre Row/Heiress Productions, NYC, 2010-2011

House Manager

Balanced ticket stubs with box office. Ensured patrons were comfortable and safe. Inspected House for cleanliness before and after performance. Oversaw intermission, doors open and closed accordingly. Gave House speech.

-Honolulu Theatre for Youth, HI, 2008-2009

Season Subscription Drive Organizer and Fundraiser

Organized and executed a Season Subscription telephone drive, increasing '08 season subscription sales. Research on hotels and airports for company tour. Updated data-base for season scripts.

- Summer Stock, WI, 2007

Producing Artistic Director

Oversaw the entire theatre: box office, season selections, and technical staff. Produced 19 summer shows. Created and executed budgets. Created all marketing materials, including brochures, mass mailings, and playbills. Hired all employees. Handled sponsorships. Created Fundraising events and commercial sponsorships.

- St. Louis Repertory Theatre, MO, 2003-2005

Concessions Manager

Food & Beverage. Set up and break down of concessions for a large venue. Balanced inventory and cash. Customer service.

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**EDUCATION**

**Graduate Directing:** M.F.A. GPA: 4.0- *University of Memphis*, TN.

**Artistic Direction:** B.F.A. GPA: 3.5 - *Webster University*, St. Louis, MO  
*Windward Community College & University of Hawaii*