



# Charlotte Vosseler

## Production & Project Manager

charlotte.vosseler@gmail.com | 973.271.5659 | linkedin.com/in/charlottevosseler

Experienced Production Manager with a decade in events and immersive theatre, adept at bringing creative visions to life, solving problems on the spot, and advancing artistic goals.

### Skills

- Project Management
- Developing Communication Systems
- Budgeting & Cost Estimation
- Financial Management & Tracking for Large Budget Projects
- Paperwork Creation & Maintenance
- Training New Managers
- Conflict Resolution
- Team Building & Staff Motivation
- Creative Problem Solving
- Adaptability
- Knowledge Of All Theatrical Production Trades
- NY State Drivers License
- Valid CPR & First Aid Certification

### Tools

- Google Suite
- Microsoft Office
- Airtable
- Trello
- Team Gantt
- Paycom
- Adobe Photoshop, Adobe Illustrator
- Illustration
- Procreate
- Sketch/Figma

### Education

- Ithaca College**  
BFA: Theatrical Production Arts - Design Concentration 2012
- Flatiron School**  
UX/UI Design Immersive 2020

### Experience

#### Assistant Director of Production | Emersive Productions

May 2021 - Present

- ◆ Directly manages a team of two Production Managers and six Production Department Supervisors as well as 50 team members and seasonal overhire employees, including providing training and guidance to entry level supervisors.
- ◆ Perform annual season planning for multiple venues and events within McKittrick Hotel, as well as scheduling for added projects and ancillary events, seasonal transitions etc.
- ◆ Oversees operation of multiple concurrently running productions, as well as managing multiple projects in varying stage of development. Establishes production budgets in conjunction with producing and management teams.
- ◆ Facilitates budget estimating and forecasting. Executes and maintains systems to streamline department wide financial tracking to ensure live tracking of spending and budget progress.
- ◆ Collaborates with designers, creative teams, producing partners and production supervisors to facilitate works being created, re-imagined and re-mounted to deliver productions within the parameters of financial and timeline restrictions.
- ◆ Project Manages production scope of new works, including full scale new immersive and site sympathetic works.
- ◆ Assisted in Production Department restructuring upon the return to work to create a more sustainable, efficient and economical staffing structure.
- ◆ Oversees compliance with all production & performance related safety procedures & policies.
- ◆ Leads Production Department hiring for all full-time and contract positions including job description creation, recruiting, interviewing, hiring, onboarding, and offboarding.
- ◆ Advises on technical needs, best practices and management strategies for all in house and external events and projects, including Scenery, Rigging, Props, Lighting, Video, Audio, Building Operations, IT, Stage Management, Wardrobe, Hair Makeup and Wigs.
- ◆ Provides production support for private event clients of varying scales.

#### Interim Director of Design | Emersive Productions

Oct 2019 - Jan 2020

- ◆ Applied and maintained the design and aesthetic integrity and technical components of a fully realized 100,000 square foot, six story immersive theatre experience.
- ◆ Designed and executed creative marketing strategies with the marketing staff to facilitate new and creative ways of reaching out to potential and existing patrons by creating a seamless experience within the company's aesthetic.
- ◆ Project managed all scenic and prop elements of the two pinnacle, multiple day events produced annually, from initial concept through to final execution.
- ◆ Coordinated all design elements to support one unified vision across many separate installations and areas.
- ◆ Encouraged and motivated staff members to perform and create at their highest potential to maximize the efficiency of the department within regular staffing limitations

#### Assistant Director of Design | Emersive Productions

May 2018 - Sep 2019

- ◆ Worked directly with Events Designer to produce and execute a full design from scaled renderings and sketches to fully realized elements.
- ◆ Responsible for project managing all internal special events including but not limited to: parties, dinners, smaller scale shows, large events.
- ◆ Led and Managed team of freelance artisans to create and execute large scale events and installations.
- ◆ Facilitated collaboration between all departments to ensure a successful production process for each project