

DANI JOSEPH

creative producer & dramaturg

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SELECTED EXPERIENCE

Beth Morrison Projects - Associate Producer

11/21 - on

- Serves as primary point of contact for creative teams, music staff, and production staff for 12+ live events in development and in production.
- Coordinates production logistics and company management for local and travelling productions including travel arrangements, visas, housing, and tech needs
- Manages rehearsal process including hospitality, coordinating distribution of scores and procurement of rehearsal supplies prior to rehearsal process
- Communicates effectively with venue teams on production details, company management details, marketing details, website updates, ticket sales, and personnel changes

Olympus Theatricals LLC - Office Administrator

9/19 - 10/21

- Managed both digital and physical filing systems, ensuring documents were properly sorted and easy to retrieve
- Oversaw inventory of office supplies and placed orders as needed to maintain stock levels
- Performed receptionist duties such as rolling calls and greeting visitors

Bated Breath Theatre Company - Assistant to Executive Artistic Director 7/20 - 9/21

- Scheduled and coordinated all aspects of critically-acclaimed immersive live event, contracting and serving as primary point of contact for actors, crew, and designers.
- Maintained internal company database of past and current shows including budgets, technical requirements, marketing copy, and creative materials
- Managed Executive Artistic Director's calendar and email correspondence with high-level clients.

Workshop Theater Company - Director of Literary Development

5/20 - 12/21

- Created and executed administrative protocol for New Works Development programs for two seasons, including managing over 800 submissions
- Staffed 12 Writer's Intensives with diverse facilitators and writers
- Wrote project proposals
- Raised organization profile in artistic community in collaboration with Company Dramaturg

EDUCATION

Carnegie Mellon University
BFA Dramaturgy, Minor Hispanic Studies

Internships
The Public Theater (New Work Development)
New Dramatists
Bret Adams Ltd.

SKILLS

- Strong communicator in writing and in conversation
- Crowdfunding and grantwriting
- Fluent in Spanish
- Social media developer and basic web developer
- Mac OS, Windows
- Microsoft Suite, Google Products, and Mac