

Darren Evans

32 Mead Street #1
Charlestown, MA 02129
evans.darren@gmail.com
617.642.9439

HIGHLIGHTS

- Experienced arts administrator able to oversee and implement multiple priorities simultaneously, including budgeting, hiring, development and long-range strategic thinking
- Creative problem-solver and leader who is dedicated, reliable, and not afraid to get his hands dirty
- Excellent communicator with superb writing and editing skills
- Computer savvy on both PC and Mac platforms and with a wide range of software
- Collegial co-worker with a good sense of humor and grace under pressure

EXPERIENCE

Northeastern University, Boston, MA (2015-present)

Theatre Operations Specialist

Responsible for administrative management of both the academic and production areas of the Department of Theatre.

- In conjunction with the Chair, plan and schedule all department courses and a six-play production season
- Hire and supervise department staff members and work study students
- Create and manage annual Department budget
- Work closely with the Chair and admissions staff on recruitment strategies to increase admitted students and course enrollment
- Devise and execute marketing plan for department productions, including graphic design, social media and video production
- Support faculty members as needed

Boston Center for the Arts, Boston, MA (2004-2014)

Director of Programs (2012-2014)

Responsible for oversight and management of all arts programs at the BCA, including theatre, dance, visual arts, education and public programs.

- Create, plan, assess, and improve 13-15 arts programs, including dozens of program activities per year
- Plan the strategic direction of the organization with the Executive Board and other Senior Staff members
- Create and manage annual program budget
- Supervise a staff of five full-time and two part-time employees
- Work closely with the Development Department on fundraising for programs, including assistance with grant research and writing
- Work with the Marketing Department on press outreach, program collateral and social media
- Participate on Executive Board committees (Campus Vision Committee, Strategic Marketing Committee, Executive Committee) and liaison directly with board members

Associate Director of Programs (2010-2012)

Responsible for day-to-day management of all arts programs, with a focus on theatre.

- Assist Director of Programs, Finance Director, and President & CEO with creation and management of program budgets
- Directly responsible for managing all aspects of the Resident Theatre program, Emerging Theatre Company program, and XX PlayLab
- Oversee curation, rental and maintenance of five performance and rehearsal spaces
- Oversee creation and execution of all performance and rehearsal rental contracts
- Liaison with Huntington Theatre Company on Calderwood Pavilion operations
- Facilitate box office information flow between renters, BCA and box office
- Create and update Producer Handbooks

Manager of Performing Arts (2006-2010)

Responsible for performing arts programs including program creation, assessment and venue management.

Theatre Manager (2004-2006)

Responsible for the curation and rental of multiple performance and rehearsal spaces.

Theatre on Fire, Charlestown, MA (2005-present)

Founding Artistic Director

Responsible for just about everything.

- Plan and manage season budgets
- Select and direct all plays produced, including rights management
- Select and hire all actors, designers and production staff, including contracting
- Implement marketing and public relations, including postcard design, website design and maintenance, and email campaigns
- Fundraise (individual, corporate, and foundation)
- Coordinate marketing, fundraising and production requirements with the Charlestown Working Theater

Centastage Performance Group, Boston, MA (2002-2003)

General Manager

Responsible for all non-artistic aspects of Centastage business.

- Manage staffing and volunteers/interns, including contracts and payroll
- Implement marketing strategy
- Coordinate show budgets with Artistic and Executive Directors
- Manage development activities (including annual general and targeted appeals letters, grants, and annual silent auction fundraiser)
- Coordinate the literary committee and the script selection process
- Design and maintain subscriber and donor databases; act as primary contact for subscribers and other audience
- Design and layout show programs

EDUCATION

Emerson College, School of the Arts, Boston, MA
M.A., Theatre Education, 2002

Boston University, College of Liberal Arts, Boston, MA
B.A. English, *cum laude*, 1995

PROFESSIONAL AFFILIATIONS

StageSource, The Greater Boston Theater Alliance
Board Member and 2011 Conference Planning Committee Member

Charlestown Working Theater
Board Member

Small Theatre Alliance of Boston
Founder and Member

Theatre Communications Group
Member and 2012 Host Committee Member