

JAMES CARTER

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Objective:

To work in the arts, creating, developing and presenting new works. Focus: innovative plays, avant garde artists, and music

Experience:

01/03 – 08/11

TERRANOVA COLLECTIVE

New York, NY

Associate Artistic Director/Producer

- *Associate Artistic Director*
 - In coordination with the artistic director, ran and maintained the daily operations of the company
 - Hired staff, interns and volunteers for special events and daily operations of the company
 - In coordination with the artistic director, made artistic choices for the company and helped to devise the four current programs of the company
 - Helped to create program and company operating budgets
 - Met with directors, writers, actors and other artists to strengthen the artistic infrastructure of the company
 - Researched corporations and foundations for grants proposals interviewed grant writer candidates
 - Acted as marketing director for organization
 - Managed and updated website with Dreamweaver
 - Managed social networking, including Facebook, Twitter, MySpace and terraNOVA blog
 - Sent out weekly email blasts to subscriber base with Constant Contact
 - Grew email database from 1200 to 5300
 - Spearheaded and produced seven fundraisers
- *soloNOVA Arts Festival – Producer & Lead Curator (2004 – Present)*
 - Honored Nilaja Sun in 2010 as soloNOVA Artist of the Year
 - Honored Mike Daisey in 2009 as soloNOVA Artist of the Year for which he presented a speech “Why Solo Performance Matters”
 - Presented: Taylor Mac, Red Bastard, Martin Dockery, Kim Wayans, Carlos Andrés Gómez, and Jeff Grow (2009 New York Innovative Theater Award for Outstanding Solo Performer & Outstanding Performance Art Production)
 - Founded the festival, which celebrates solo performers from diverse artistic and cultural backgrounds, in June of 2004
 - Moved the festival from Center Stage, NY to Performance Space 122 and finally in residence at the DR2 Theatre and D-Lounge in the Daryl Roth Theatre Complex in NYC
 - Co-Produced the festival for five years, which included curating, programming, venue booking and execution of creative and business aspects of the festival
 - Expanded programming to include puppetry, dance, spoken word, monologues, painting, photography, solo plays, music, storytelling, multimedia work, burlesque, songwriting, rants, stand-up comedy and magic
 - Grew festival from a 6 day, 7 artist festival to an 18 day festival featuring over 30 artists
 - Created and maintained budgets
 - Hired curators in dance, visual arts and performance arts to reach out to specific disciplines
 - Added a late night series in 2007 with burlesque performers, musicians, clowns and stand-up comedians
- *“MASQUERADE: calypso and home” (main stage play/tour) BRICstudio, various venues – Associate Producer/Touring Manager (2006-2009)*
- *“Buck Fever” (main stage play) Blue Heron Arts Center – Producer (Oct/Nov 2004)*
- *“Baby Steps” (main stage play) The Lion in Theatre Row – Producer and Playwright (Oct 2003)*
- *SUBTERRANEAN – Producer & Lead Curator (January 2009 – Present)*
 - A monthly performance salon in the D-Lounge at the Daryl Roth Theatre Complex featuring music, spoken word, burlesque, comedy, storytelling and theatre
 - Featured artists include: Maya Azucena, Vanessa Hidary, Carlos Andrés Gómez, Jeff Grow, Patrick Rosal, Martin Dockery, Lucas Papaelias, Rebecca Hart & the Sexy Children, Lynne Procope, Jonny Porkpie, Nasty Canasta, Shaun and Abigail Nessen Bengson

THE ENSEMBLE STUDIO THEATRE

New York, NY

Season Producer

- In coordination with the executive and artistic directors, ran and maintained the daily operations of the company
- Hired staff and volunteers for productions, special events and daily operations of the company
- Negotiated contracts with Actors Equity Association, SSDC & USA
- Acted as intern coordinator for organization
 - Interviewed and hired interns
 - Met with interns on regular basis and assigned duties based on skill set
 - Mentored several interns into paid staff positions
- Production managed all main stage productions (five productions to date)
 - Ordered supplies, including lumber, lights and sound equipment
 - Drove vehicles for pick up and drop off of production materials
 - Coordinated build and strike of all sets with technical director
- Acted as marketing director for organization
 - Managed and updated website with Dreamweaver
 - Sent out weekly email blasts to subscriber base with Constant Contact
 - Grew email database from 1200 to 4000
- Managed two theater spaces, including booking rehearsals, maintaining spaces and keeping space calendar.
- Coordinated and managed annual Marathon of one act plays (2008)
- Hired and supervised box office and house managers for productions
 - Posted shows on ticketing website

01/00 – Present

ONE MUSE PRESENTS

New York, NY

Owner, President & Producer

- *Curator and Booker of D-Lounge in the Daryl Roth Theatre Complex*
 - Curator of music, spoken word, burlesque and readings
 - Negotiated agreements with artists
 - Wrote press releases and handled PR for artists
 - Created and maintained online marketing, including websites, Facebook and Twitter
- *dancelikeforever at Center Stage, NY (Jan – Sept 2006)*
 - Co-produced and promoted a monthly dance party
 - Responsible for administrative organization of box office, staffing and accounting
 - Spearheaded marketing campaign through email blasts, on line promotions and traditional postcard promotions
 - Grew the party from attendance of 90 to 200 over seven months
- *Artists' Night at L'Abattoir – Williamsburg, Brooklyn (2000 – 2003)*
 - Ran a regular loft party featuring musicians, comedians, spoken word artists, clowns, comedians and visual artists
 - Booked acts, promoted and produced the evening which included four hour-long sets of performers and 2 to 4 visual artists at each event
 - Average attendance of 200

Education

1993 – 1995

AMERICAN ACADEMY OF DRAMATIC ARTS

New York, NY

- Associate of Occupational Studies
- Member, Academy Company 1995 – 1996

Skills

Proficient in both Windows & Mac OS X, Microsoft Office; Word Excel, PowerPoint and Windows, , basic knowledge of Photoshop, Dreamweaver Macintosh – Word, Works and PowerPoint, Adobe Audition, basic knowledge of Prophet, PC/IBM – DOS – Paradox and AceWARE Systems; proficient in Ovationix & SmartTix Typing: 60-65 wpm