

# Lila Gilbert

Production Manager

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(224) 623-7831

## EDUCATION

BFA Theatre Technology

The Theatre School at DePaul University

Class of 2018

## FREELANCE PRODUCTION MANAGEMENT

Oct 2017 - present

- Fostered communication among creative team and technical staff
- Coordinated design and production meetings, including deliverable deadlines for all departments
- Managed production budget, including rental/purchasing for all design/technical departments
- Created and maintained production calendar
- Oversaw staffing needs and assisted producers with hiring process

ANOTHER JUNGLE by Kristin Idaszak at Cloudgate Theatre

Apr 2018

- Launched new-work focused theatre company with production of a world premiere show
- Managed production budget of \$15k
- Collaborated with diverse creative team and fostered a "brave space" rehearsal environment

SECOND SKIN by Kristin Idaszak at WildClaw Theatre

Sept 2018

- Oversaw development of production of a world premiere show
- Managed production budget of \$21k
- Collaborated with new team immediately after restructure of producing organization

## EMPLOYMENT

**Production Manager (*The Theatre School at DePaul University*)**

Sept - Nov 2017

- Fostered creative environment and orchestrated collaboration between venue staff, client, school administration, and designers for premiere in-house annual scholarship fundraising gala
- Set weekly objectives and enforced deadlines for deliverables over a 3-month period of time
- Coordinated schedules, documented show progress, and allocated resources including personnel needs, pre-existing inventory, and custom-built objects
- Motivated student design team and faculty clients through first-of-its-kind process

**Assistant to Director of Production (*The Theatre School at DePaul University*)**

May 2016 - Dec 2017

- Created and maintained production calendars and production meeting schedules for 7-tiered production level system, ranging from student-run no-budget Labs performed in rehearsal spaces, to fully produced 6-week-run shows with \$17k materials budget performed in 1,325-seat proscenium
- Organized room reservations for rehearsals, performances, student work, and builds
- Coordinated alumni and outside company rentals of rehearsal and performance spaces
- Fabricated and refined yearly GANTT charts using Microsoft Excel and Microsoft Project

## RELATED EXPERIENCE

**Technical Director (*The Theatre School at DePaul University*)**

3 productions

- Managed technical team throughout show process, including attending production meetings
- Budgeted scenic portion of production per scenic designer's draftings
- Created construction drawings using AutoCAD 2D and 3D
- Oversaw scene shop operations during build and coordinated rigging needs for scenery, lighting, and sound
- Lead load-in, notes calls, and strike for mainstage thrust theatre with scenic budgets of \$7600.

References available upon request.