

# JENNA A. FINK

Stage Manager, Show Caller, Special Effects Makeup Artist  
(234) 380 7698      jenna.fink@icloud.com      www.jennaafink.com

## SELECTED PROFESSIONAL EXPERIENCE

### BASE ENTERTAINMENT - LAS VEGAS

***An Evening with Whitney: The Whitney Houston Hologram Experience***      Harrah's  
**Assistant Stage Manager**      **October 2021 - June 2022**

Executed backstage track, including handling and upkeep of props and supplies; created, maintained, and distributed paperwork; facilitated rehearsals and assisted with integration of swings; assisted with maintenance of musician equipment. Coordinated closely with union crew and house management. Substituted for Production Stage Manager as necessary, including show calling.

Served as ASM for a limited run at the Riyadh Season Festival in Riyadh, Saudi Arabia (March 2022). In addition to the regular show duties listed above, this opportunity also consisted of assisting the PSM and General Manager with organization of visas and travel, coordinating with local Saudi Arabian crew, calling cues, and hands-on technical troubleshooting.

***Magic Mike Live***      Sahara  
**On-Call Stage Manager**      **October 2021 - January 2022**

Ran deck track, including prop catching, monitoring automation, artist supply maintenance, and overseeing artist safety. Also assisted in aerial rehearsal, distributed paperwork, and assisted Calling Stage Manager and Company Manager as necessary.

### OHIO BURLESQUE FESTIVAL AND CLEVELAND BURLESQUE LLC

***Ohio Burlesque Festival 2019, Various Events***      Cleveland, Ohio  
**Resident Stage Manager**      **August 2019 - September 2021**

Stage Managed a wide variety of Burlesque and Drag events. Responsibilities included execution of artist's technical requests, prop handling (including detailed hand-offs and catches), coordination with Technical Director on lighting needs, organization of crew, assistance with costumes, and artist safety. Gained experience with aerial and pole acts.

### DOBAMA THEATRE (*Selected Productions*)

***33 1/3***      Cleveland Heights, OH  
**Assistant Stage Manager**      **May - July 2019**

World Premiere Musical. Served as PSM for preliminary rehearsals; ran backstage track, including organizing and executing intricate set changes with a team of two PAs and various cast members; created and maintained detailed Deck Track and other run sheets; consistently repaired set.

***On The Grill***      Cleveland Heights, OH  
**Production Stage Manager**      **May - July 2018**

American Premiere Play. Collaborated with cast, playwright, and director to adapt translation while maintaining show integrity; led a team of three SMs; maintained detailed records; oversaw artist safety; coordinated with House Management; ran Qlab and light board for all performances.

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## DOBAMA THEATRE (Continued)

***How To Be A Respectable Junkie***      Cleveland Heights, OH  
**Assistant Stage Manager, Makeup Designer**      May - July 2017

World Premiere Play. Worked intimately with the sole actor on line memorization and consistency; assisted director with set dressing; maintained costumes; ran backstage track, including detailed prop setting and care. Designed and executed SFX makeup (track marks).

***Hand to God***      Cleveland Heights, OH  
**Assistant Stage Manager, Special Effects Designer**      March - May 2017

Ran backstage track, including organization and execution of large set changes with one other ASM and select cast members; called performer entrances; recorded all blocking and line notes during rehearsals; assisted Props Designer with prop creation, maintenance, and set dressing. As SFX Designer, created multiple squib effects and varieties of stage blood.

## VIRGINIA OPERA

***Multiple Productions***      Norfolk, VA  
**Resident Assistant Stage Manager**      2017 - 2018 Season

Created and maintained a variety of production paperwork, most notably deck runs, props tracking, and costume tracking; ran backstage track, including calling of artist entrances and deck cues; oversaw artist safety, including weapons handling and aerial acts; worked closely with dogs and children; regionally toured with all productions; assisted company manager with artist travel; closely coordinated with union and non-union crews.

## BORDERLIGHT INTERNATIONAL THEATRE AND FRINGE FESTIVAL

***Galahad and the Dragons***      Cleveland, OH  
**Production Manager**      July 2019

Oversaw all technical elements, most notably collaborating with the director and actor/playwright on lighting design, sound design, and acquisition of props and supplies. Served as show caller for all performances, including running of Qlab.

## CERTIFICATIONS AND SKILLS

OSHA 30	US Driver's License	Firearm Handling & Safety
Adult & Pediatric First Aid/CPR/AED	US Passport	Fight Coordination & Safety
Cat & Dog First Aid	Domestic Touring	Intimacy Coordination
Covid-19 Compliance Officer	International Touring	Read Music & Proficient Piano
Equity Membership Candidate: 45 Weeks	Microsoft Office	Equestrian Training
	Google Workspace	Animal Handling
	Photoshop	Proficient Spanish

***References and Complete Work History Available Upon Request***