



E.A. Meier

eameier.pro@gmail.com / EAMeier.com / 214-449-7057

Oklahoma City University - B.S. Dance & Arts Management

2022 - Current

Production Manager

NYC Children's Theater

- Researching and Sending queries to promote TYA Show Rights catalogue
- Drafting licensing agreements for show rights
- Maintain the Show Rights master sheet and catalog
- Negotiating terms of contracts with individuals or their representatives
- Acting as the primary point of contact with literary agents and managers
- Updating and re-negotiating terms for extensions and video rights
- Drafting and fulfilling agreements with writers and composers, and for the underlying rights for children's books
- Drafting and sending offer letters to actors and creatives.
- Managing and updating the Production Folder in Dropbox and Google Drive
- Make sure all files are properly backed up and updated after the production
- Supporting the Managing Director in general office management.
- In close partnership with the Managing Director and Artistic Department, assisting in resolving issues and conflicts and exchanging information
- Serving as the primary point of contact for coordinating video and photography schedules and timelines.
- Supervising NYCCT Dropbox account., Zoom account and Zoom events
- Create comprehensive production timelines and budgets for all productions.
- Coordinating and facilitating design team production and post-mortem meetings. Creating and managing production timelines and rehearsal schedules.
- Serving as the key contact during production weeks and providing support for the technical and creative teams during the tech week.
- Supervising load-ins, setups, technical rehearsals, and strikes at the venue. Provide technical support when needed.
- The essential responsibilities include budgeting, assembling creative and production teams, liaising with venues, coordinating equipment and space rentals, drafting and fulfilling contracts, and other production needs as requested.

Special Skills

Driver's License / Certifications in Adobe Photoshop, Illustrator, & Premier / Cannon XLR Camera / Hand Sewing / Videography & Editing / Office 360 / Google Suite / Zoom / Canva / Meta Business Content Manager / Tailwind / MailChimp / Shopify / Wix / Square Space / Buzzsprout / DocuSign / Public Speaking / Beginning Spanish /

CV Available Upon Request