

Dalton G. Urda

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Profile

Theatre professional with years of experience in theatre management, directing, fundraising, and designing for the stage. Eager to take on a managing director or producer opportunity to share their years of expertise and training while establishing and growing a theatre company.

Management & Theatre Experience

PRODUCTION MANAGER & THEATRE EDUCATOR | RAINEY MCCULLERS SCHOOL OF ARTS | AUGUST 2021-JULY 2023

- Pioneered the creation of the schools' middle grades theatre program
- Completed grant writing and fundraising projects to help develop and advance the theatre program.
- Cultivated positive relationships with students, parents, and school staff to create a supportive and engaging learning environment.
- Addressed individual learning needs and preferences to ensure personalized and effective educational experiences; actively sought feedback from students and parents, proactively resolving any concerns or issues to maintain high satisfaction levels.
- Successfully managed multiple concurrent theatrical productions, overseeing rehearsals, set design, costumes, and technical elements to ensure seamless performances; coordinated schedules and logistics for school events and productions, effectively managing time and resources to meet deadlines.
- Effectively communicated instructions and direction to diverse groups, facilitating smooth execution of productions and maximizing performance outcomes.

COSTUME DESIGNER & STAGE MANAGER | STAGE & FILM PRODUCTIONS | FREELANCE AS NEEDED

- Managed and oversaw stage management and costuming teams to ensure success for productions and streamlined communication.
- Conceptualized and executed visually stunning and authentic costume designs for film and stage productions, ensuring adherence to production requirements and timelines.
- Managed multiple projects simultaneously, overseeing costume creation, construction, and repairs, while coordinating resources and team members to achieve successful outcomes.
- Served as head stage manager and/or costumer for professional level and equity shows.
- Demonstrated skill in budgeting and cost control for costume and stage production elements, optimizing resources to achieve cost-effective results.
- Maintained strict quality control standards during stage performances, coordinating rehearsals and technical cues to achieve flawless and immersive productions.

**MANAGER | AMC THEATRES- HOLLYWOOD CONNECTIONS |
JANUARY 2018-MARCH 2021**

- Effectively managed staff schedules, maintained payroll, and delegated tasks, optimizing efficiency and productivity during peak operating hours.
- Coordinated fundraising opportunities to fund reconstruction of party rooms and the roller skate rink
- Improved customer service relationships with event planning services and acted as day-of manager for corporate events.
- Created digital and analog systems optimizing time usage and catering to customer needs while boosting sales and upselling products for large group events.
- Conducted interviews and trained new hires for various roles.
- Exhibited quick and effective problem-solving skills during high-pressure situations, adeptly addressing unforeseen challenges to ensure seamless flow.

**TOUR MANAGER | COLUMBUS STATE UNIVERSITY- THEATRE DEPARTMENT |
JANUARY 2017-MAY 2018**

- Coordinated schedule for the CSU Theatre for Young Audiences (TYA) 2017 & 2018 touring productions.
- Actively managed and ran productions at various venues across the state of Georgia while coordinating actor call times, rehearsals, performances, set load-in and load-out, and budget for production and actors.
- Communicated updates and technical information from each performance to the design team and directors to ensure that all elements of production were working and well maintained.
- Supervised fundraising campaigns for the production company and secured payments from performance venues and schools prior to and during performance dates.

General Work Experience

**CUSTOMER SERVICE AGENT | CONDUENT
JUNE 2023-CURRENT**

- Facilitated smooth communication between clients and healthcare professionals, ensuring a seamless Telehealth experience.
- Collaborated with cross-functional teams, including IT and medical professionals, to address technical issues and enhance customer support processes.
- Met and exceeded performance metrics, including response time, issue resolution rates, and customer satisfaction scores.
- Maintained a detailed understanding of the company's policies, procedures, and healthcare compliance regulations.
- Educated customers on the Telehealth platform, guiding them through the registration process and troubleshooting any technical issues they encountered.

**EXECUTIVE ASSISTANT & SOCIAL MEDIA MANAGER | CHAIR CONCIERGE |
JUNE 2015-JANUARY 2019**

- Facilitated seamless communication between executives, teams, and clients, ensuring efficient coordination and timely responses to inquiries.
- Effectively managed busy schedules and calendars for executives, optimizing their time and prioritizing critical tasks.
- Curated and scheduled compelling social media content aligned with the company's brand and values, driving increased customer engagement.

- Ensured accuracy and professionalism in all documents, presentations, and social media posts, maintaining a consistent brand image while leveraging creativity in social media content creation, generating innovative ideas that aligned with the company's brand mission.

Volunteer & Theatre Experience-

ROME LITTLE THEATRE-

- RLT Summer Theatre Academy Teacher- 2015 & 2023
- Casting Committee: *Beauty & the Beast, Aladdin, Newsies, Rocky Horror*
- Assistant Director: *The Little Mermaid, Beauty & the Beast, Aladdin*
- Lighting Designer: *Grease, The Little Mermaid, Rocky Horror, Always Patsy Cline, etc.*
- Stage Manager: *Adventures of Tom Sawyer, Addams Family, Bleacher Bums, Always Patsy Cline, etc.*

COLUMBUS STATE UNIVERSITY-

- Stage Manager/Tour Manager- *Junie B. Jones: The Musical, Addams Family, Storytelling Ability of a Boy, A Year With Frog & Toad, Junie B. Jones is Not A Crook, Clybourne Park*
- Sound Design: *Spring Awakening, Children's Hour, James & The Giant Peach*

SPRINGER OPERA HOUSE-

- Stage Manager & Stage Crew: *Beauty & the Beast, The Who's Tommy, Charlie & the Chocolate Factory, Singing in the Rain*

RIVERCENTER FOR THE PERFORMING ARTS

- Local Crew Wardrobe Head- *Mamma Mia, Jersey Boys, Finding Neverland, Fiddler on the Roof, The Wizard of Oz, The Sound of Music, Motown, Come From Away, etc.*
- Stitcher- *The Illusionists (Broadway) & Something Rotten*

RAINEY MCCULLERS SCHOOL OF THE ARTS-

- Director & Designer- *Hush, The SpongeBob SquarePants Musical, I Never Saw Another Butterfly, Jungalbook, The Tallest Tale Ever Told, Matilda Jr., Go Dog. Go!*

GEORGIA THESPIANS-

- Columbus State University Volunteer Coordinator & Conference Scheduler- 2017

GEORGIA THEATRE CONFERENCE-

- Theatre for Youth Division Vice Chair for 2022-2023

Education

Columbus State University-

BFA Theatre Design & Technology	2019
BSED Theatre Education	2022
MEd Theatre Education	2024

Full Sail University-

MBA Entertainment Business	2024
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Skills & Abilities

Customer service focused; High level of expertise in planning, organizing, and scheduling; Skilled with clear and effective communication; Experience with grant writing and fundraising; Dependable project manager; Director, designer, and producer of theatre; Prior experience with pioneering new theatre companies; Experience with variety of payroll and company business accounts; Extensive understanding of Microsoft Office Suite & Adobe Creative Cloud.

References

Mandy Maloney- Executive Director of Rome Little Theatre
Rome Little Theatre Address: 530 Broad St, Rome, GA 30161
Email Address: romelittletheatre@gmail.com
Company Phone: 706-295-7171

Sam Brown- Assistant Principal of Rainey McCullers School of the Arts
Rainey McCullers Address: 1700 Midtown Dr, Columbus, GA 31906
Email Address: e044602@muscogee.k12.ga.us
Company Phone: 706-748-3304

John Lamb- Assistant Technical Director of RiverCenter for the Performing Arts
RiverCenter Address: 900 Broadway, Columbus, GA 31901
Company Phone: 706-256-3612

Brenda May Ito- Professor of Theatre at Columbus State University & GTC Past President
CSU Address: 901 Front Ave, Columbus, GA 31901
Email Address: ito_brenda@columbusstate.edu
Company Phone: 706-507-8410

Gary Krannacker- General Manager of AMC Theatres- Hollywood Connections
Hollywood Connections Address: 1683 Whittlesey Rd, Columbus, GA 31904
Email Address: gkrannacker@amctheatres.com
Company Phone: 706-571-9350

Personal Contact Info Available Upon Request