

Alexis Lapp
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Work History

Assistant to the director - Sharone Halevy, NY, NY May 2018 - March 2020

- Script coverage
- Running meetings between production team members
- Creating all schedules/adjusting to scheduling needs

Stage Manager New Ohio Theatre, “Untitled ‘54” NY, NY (1 festival) Feb - March 2020

- Efficiently communicate with every member of the team to keep on schedule
- Create daily schedules, attendance lists, send out notes and announcements to the entire team

Publicity Manager Ars Nova ANT Festival, NY, NY (1 show) April - Jun 2019

- Create and execute marketing collateral
- Keep track of social media accounts for show, updating posts bi weekly
- Keep indiego updated and accurate, as well as regulate ticket sales

Literary Editor Myriad, Literary Journal, El Camino College (1 semester) Jan - May 2017

- Check grammar, send edit suggestions to applicants
- Read and select published applicants

Production Assistant Romeo/Juliet, Off Broadway (1 show) May - August 2018

- Door to door fundraising
- Scheduling, communicating with donors

Server White Oak Tavern, NY, NY August 2017 - March 2020

- Follow steps of service thoroughly, helping other servers when my tables are doing well, use of Aloha and different POS systems as needed
- Course food, remain with table until the end of their meal, and upsell daily

Assistant Director St. Ann’s Warehouse New York, NY (1 season) May -June 2019

- Created tech/cue script for Stage Manager to easily communicate to tech team
- Send daily calls/prep puppets and props for top of show

Education

El Camino College 2015-2017, AA English, GPA 3.85 (Dean’s List, Honors Scholar)
NYU Tisch School of the Arts, BFA Drama, Spet 2017-Dec 2019 GPA 3.75 (Dean’s List, Honors Scholar)