

EMMA CAVAGE

PRODUCER



www.emmacavage.com



emmaacavage2000@gmail.com



609-742-8086



www.linkedin.com/in/emma-cavage/

EDUCATION

BACHELOR OF FINE ARTS

Boston University School of Theatre

BFA Theatre Arts
Directing Concentration
Arts Leadership Minor

DIRECTING CERTIFICATE

Eugene O'Neill Theater Center

Musical Theatre Concentration

VIEWPOINTS WORKSHOP

SITI Company

Taught by Anne Bogart

LEADERSHIP

PEER MENTOR

Fall 2021

Boston University College of Fine Arts
First Year Experience

TEACHING APPRENTICE

Spring 2020 & Spring 2021

Boston University School of Theatre
Theatre Ensemble 1 & Movement 1

SKILLS

Fundraising, Grant Writing, CMR Experience (Tessitura, Salesforce, and RNL Engage), Airtable and Artifax Experience, Technical Theatre Experience, Light and Sound Board Operator Training, Reading Music, Microsoft Office, G-Suite/Google Apps, Apple OS, Adobe, iMovie, Social Media/Takeovers, Hand-to-Hand Stage Combat, Rapier Combat, Dialects, CPR Training, and Child Care Experience

SELECT EXPERIENCE

PRODUCING ASSISTANT

Theatre Aspen

May 2021 - August 2021

- Creative Producing a weekly Storytelling Event for the children of the community
- Providing support to the Director of Artistic Planning with various tasks, including Assistant Producing various artistic programming
- Tracking purchases for the General Manager, and doing the monthly credit card reconciliation for the General Management Office, as well as for Production
- Assisting with Actor's Equity Union contracts for performers and stage managers
- Providing support to the Special Projects Coordinator with board meeting preparation, and by planning and managing Special Events
- Researching upcoming projects, potential donors, and community information
- Leading research for the Summer 2022 season planning and preparation
- Assisting on projects and event planning in the Education Department; such as, the implementation of a Youth Arts Program with the help of a Bezos Foundation Grant
- Providing administrative support; including, data entry, filing, calendar maintenance, distribution of materials, meeting prep, etc.

ASSISTANT TO ARTISTIC DIRECTOR

Underground Railway Theater

December 2020 - May 2021

- Reading, reviewing, and pitching scripts for the Central Square Season
- Working with a team of interns on brainstorming artistic content for Zoom programming, as well as remote community engagement events
- Helping to plan and implement the Women & Science Play Festival
- Assisting on the Equity, Diversity, and Inclusion Committee assembled by the company to help create an Anti-Racism Action Plan
- Doing in-depth script analysis on potential shows for the company, writing reviews on cultural relevancy, and creating logistical breakdowns
- Communicating with artists on behalf of the Artistic Office
- Assisting with administrative tasks and with the planning of artistic programming

MANAGEMENT AND PRODUCING

Theatre Showcase '22	Associate Producer	Boston University
2022 Senior Season	Head Producer	Boston University
2nd Solo Flights	Asst. to the Producer	Theatre Aspen
Storytime 2021	Creative Producer	Theatre Aspen
2021 Cabaret Series	Asst. Producer	Theatre Aspen
"Midsummer" Series	Asst. Production Manager	Boston University
"Dry Land"	Co-Producer	Cavage-Meyer
"Photograph 51"	Asst. Production Manager	Boston University
"A Mouthful of Birds"	Stage Manager	Boston University
"1984"	Asst. Stage Manager	Boston University
2016 Recital	Stage Manager	Wilde School of Music

GRANT AWARDS

Boston Mayor's Office of Arts and Culture Grant Recipient Summer 2021

Boston University Innovation Lab Funding Recipient Spring 2021

Boston University Fine Arts Social Impact Grant Winner Fall 2020