

# J. Nick Seymour

30 N 42<sup>nd</sup> St, Philadelphia, PA 19104 • (803) 738-6838  
nick@jnickseymour.com

Education	<p><b>University of Pennsylvania</b>, Bachelor of Arts in Communications, GPA: 3.63, <i>Magna cum laude</i> (May 2019) With minors in Theatre Arts and Gender, Sexuality, and Women's Studies William A. Levi Travel Fellowship (2018), Dean's List (2017-2018) Carriage LGBTQ Senior Society, Member (2018-2019), Student Technology Advisory Board (2016-2017) <b>Dreher High School</b>, Columbia, South Carolina; GPA: 5.12 (May 2015) National Merit Xerox Scholarship, National AP Scholar, Christina Webb Award for Student Leadership</p>
Arts Administration & Patron Services	<p><b>Inis Nua Theatre Company</b>, Administrative Intern (November 2019 – Present)</p> <ul style="list-style-type: none"><li>Assisting the General Manager with day-to-day activities, payroll, marketing, patron correspondence and sales</li><li>Instituting practices for effective use of Google AdGrants and Analytics</li><li>Maintaining patron and donor databases in OvationTix and Constant Contact</li></ul> <p><b>1812 Productions</b> (May 2018 – Present) Box Officer (November 2019 – Present)</p> <ul style="list-style-type: none"><li>Serving and assisting patrons for performances in the 300 seat Plays &amp; Players Theatre; using ChoiceCRM</li></ul> <p>Open Captioning Operator (September 2018 – Present)   Fill-in House Manager (May 2019 – Present) Summer Intern (May – August 2018)</p> <ul style="list-style-type: none"><li>Performed administrative tasks in marketing, fundraising, box office management, and event planning</li><li>Assisted with technical production, educational outreach, script coverage, and auditions</li></ul> <p><b>Kelly Writers House</b>, Programming Assistant (August 2015 – Present )</p> <ul style="list-style-type: none"><li>Assisted with general House functions including cooking, cleaning, general hospitality</li></ul> <p>Senior Programing Assistant (August 2019 – Present)</p> <ul style="list-style-type: none"><li>Managing student staffers in public literary event food, technology, and reception preparation</li></ul> <p><b>Burnette, Shutt &amp; McDaniel, PA</b>, Office Runner (June – August 2019)</p> <ul style="list-style-type: none"><li>Provided support in client relations, delivery, file management, and office upkeep for legal practice</li></ul>
Media & Communication	<p><b>Kelly Writers House</b>, Wexler Studio Assistant (August 2015 – December 2019)</p> <ul style="list-style-type: none"><li>Recording, editing, and publishing audio and video for live, broadcast, and studio programming</li></ul> <p>Wexler Studio Special Media Assistant (August – December 2019)</p> <ul style="list-style-type: none"><li>Editing and html publishing of audio-video content for KWH programing and the PennSound archive</li></ul> <p>Summer Media Intern (May – August 2017)</p> <ul style="list-style-type: none"><li>Digitized, edited, and archived audio recordings from 20 years of KWH program tapes</li></ul> <p><b>The Mask and Wig Club of the University of Pennsylvania</b>, Digital Chair (September 2017 – May 2019)</p> <ul style="list-style-type: none"><li>Managed maskandwig.com, social media, advertising, and internal communication and technology systems</li></ul> <p>Scribe (May 2017– April 2018)</p> <ul style="list-style-type: none"><li>Managed records of club and production activities and some of its historical archives</li></ul> <p><b>UofSC, Donor Communications &amp; Stewardship</b>, Communications Coordinator (May – August 2016)</p> <ul style="list-style-type: none"><li>Coordinated, drafted, and scouted for video productions and aided website update and social media strategy</li></ul>
Theatrical Production & Design	<p><b>The Mask and Wig Club of the University of Pennsylvania</b>, Crew Member (September 2015 – May 2019)</p> <ul style="list-style-type: none"><li>Constructed and transported sets and props for bi-annual musical comedy productions and annual tour</li><li>Provided sound and lighting for stage productions and private event band and cast performances and concerts</li></ul> <p>Stage Manager (April 2018 – April 2019)</p> <ul style="list-style-type: none"><li>Managed a team of twelve set builders and technicians on three original productions including an original musical, <i>The Book of Mermen</i> for 11-weeks including an international tour</li></ul> <p><b>Strictly Funk Dance Company</b>, Lighting Designer (Fall 2015 – Fall 2018)</p> <ul style="list-style-type: none"><li>Provided lighting design, programing, rental management and technical needs for biannual productions</li></ul> <p><b>UPenn Theatre Arts Council</b>, Technician and Designer (Fall 2017 – Spring 2019) Assistant Stage Manager - <i>High School Musical</i>   Lights Crew - <i>Hedwig and the Angry Inch</i> Master Carpenter - <i>Fantastic Mr. Fox</i>, <i>Little Shop of Horrors</i>   Set Designer - <i>Peter &amp; The Starcatcher</i>, <i>I am a Ghost</i></p>
Skills	<p>Proficient with both Mac and PC including Microsoft Office, Final Cut, Adobe Premiere, and Audition Skilled in social media &amp; website management, sound engineering, lighting design, set construction, video production Experienced in HTML/CSS, set design, stage management, ChoiceCRM, OvationTix, Constant Contact, Google Ads See <a href="http://jnickseymour.com">jnickseymour.com</a> for theatrical portfolio and sample web design</p>