

Andrew Broadston

Contact

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Education

**University of North Carolina
School of the Arts**

Winston-Salem, NC

Masters of Fine Arts Candidate in
Production and Project
Management

**California State University, Long
Beach**

Long Beach, CA

Bachelors of Arts in Theatre Arts,

Option in Technical Theatre:
Scenery, Costume,
& Lighting Design

Key Skills

Mac & PC Systems

Time and Cost Analysis

Microsoft Office and Teams

Google Suite

Prepared

Strong Technical Theatre Knowledge

Emergency Management

Risk Assessment

Highlighted Experience

Director of Production • University of North Carolina School of the Arts • 2025

- Oversee the development of multiple productions.
- Advise Production Managers with challenges and obstacles they may have missed in order to meet production goals
- Negotiate interdepartmentally to reach decisions within production scope, timeline, and budget

Production Management Finance Assistant • Williamstown Theatre Festival • 2025

- Source and purchase items for 8 concurrent running productions.
- Track rentals and returns for items used for the festival.
- Create and maintain departmental paperwork.
- Act as on site representation for the Production Management team at multiple venues to assist in case of problems arising.

Production Manager • University of North Carolina School of the Arts • 2024 – 2026

- Oversee production development with design & technical teams to streamline processes, improve efficiency, and meet production goals
- Negotiate interdepartmentally to reach decisions within production scope, timeline, and budget
- Proactively identify and address any challenges or obstacles that arise, finding innovative solutions to keep production on track

Graduate Student Ambassador • University of North Carolina School of the Arts • 2024 – 2025

- Speak to prospective students and answer questions about UNCSA and the application process
- Be knowledgeable about all conservatories on campus
- Schedule and lead prospective students on tours of UNCSA

Assistant Production Manager • University of North Carolina School of the Arts • 2023 – 2024

- Create and maintain company contact sheet, production calendar, load in and load out schedules and production meeting minutes
- Keep detailed notes during production meetings to be distributed to team members
- Liaise with department heads to identify and address challenges as they arise

Accounts Payable Specialist • Bisco Industries • 2022 – 2023

- Input invoices for payment with company program
- Liaise with other departments to solve problems that prevent invoices from being paid on time
- Track rework invoices to ensure paperwork is properly filled out and filed before paying

Stage Technician • Disneyland Parks • 2019 – 2020

- Collaborated and coordinated with all departments to ensure performances and special events ran smoothly.
- Cross trained in a variety of shows, including “Mickey and the Magical Map” and “Tale of the Lion King”