

# Melissa Jean Sparks

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## EDUCATION

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MFA Stage Management Candidate  
BA Communication

Columbia University, September 2019-Current  
Mississippi State University, 2007

## READINGS

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THE IMPORTANCE OF BEING EARNEST	Roundabout Theatre Co.	PA	Dir. Michael Wilson
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## STAGE MANAGEMENT EXPERIENCE

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IN THE BLOOD	Columbia University	ASM	Dir. Eugene Ma
THE TEMPEST	Tulsa PAC Trust	PSM	Dir. Sara Phoenix & Faith Prince
OK DISCOVERY AWARDS	Tulsa PAC Trust	SM	Dir. Faith Prince & Lara Teeter
LITTLE SHOP OF HORRORS	Clark Youth Theatre	SM	Dir. Erin Scarberry
SNOW ANGEL	Clark Youth Theatre	SM	Dir. Erin Scarberry
SWEENEY TODD	Theatre Tulsa	SM	Dir. Erin Scarberry
NANYEHI	Nanyehi Productions	SM	Dir. Nick Sweet
ROMEO AND JULIET	Clark Youth Theatre	SM	Dir. Erin Scarberry
OKLAHOMA!	Theatre Tulsa	SM	Dir. Mark Frie
FIDDLER ON THE ROOF	Theatre Tulsa	SM	Dir. Sara Phoenix
THE MUSIC MAN JR.	CYT & Penguin Project	SM	Dir. Norah Sweeney
OUR TOWN	Clark Youth Theatre	SM	Dir. Whit Hanna
THE GREAT GATSBY	Theatre Tulsa	SM	Dir. Erin Scarberry
MISS SAIGON	Theatre Tulsa	SM	Dir. Jarrod Kopp
NEXT TO NORMAL	Theatre Tulsa	SM	Dir. Vern Stefanic

## THEATRICAL EXPERIENCE

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**Production Manager/Technical Director** Theatre Tulsa, July 2016-August 2019

- Oversaw each production including hiring production team members, managing rehearsal and shop spaces, and maintaining production budgets and expense reports. Organizing load in, tech rehearsal, and load outs. Mentoring the stage management teams. Maintain relationships with performance venues, rental companies, and local IATSE union.

### General Manager

Clark Youth Theatre, February 2015- September 2018

- Oversaw day-to-day operations of the front office and Box Office including strategizing and implementing marketing plans; maintaining donor records; season calendar for the staff, productions, classes, and camps. Worked with board treasurer to draft annual budget and maintain monthly.

## SKILLS

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Microsoft Office Suite including Publisher; Google Docs and Sheets; Adobe Photoshop; Scenic Design and Construction; Costume Construction; Props Design and Construction; Counterweight Fly Rail Operator; Rigging Knowledge; English and Western Horsemanship; Certified Laughter Yoga Teacher; Basic Military Knowledge; Ability to Drive 26ft Trucks; Valid Driver's License; Valid Passport

## REFERENCES

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Sara Phoenix, Director  
sphenix@theatretulsa.org

Erin Scarberry, Director  
escarberry@gmail.com

Michael Passaro, PSM/Advisor  
mjp2209@columbia.edu