

## Dan Mellitz

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### EDUCATION

The University of the Arts	B.F.A. Theatre Arts.	2006
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### CERTIFICATION

TAMS Certification	2025
OSHA - Mobile Elevated Work Platforms Certification	2023
OSHA - Forklift Operator Certification	2023
OSHA -Ladder Safety Certification	2024
TIPS Certified - 360 Training	2024
Event and Wedding Planning Certification. - QC Career school	2024
Luxury Wedding and Events Certification - QC Career School	2025
Chauffeur's License	2025

#### John Ball Zoo - Grand Rapids, MI Event Coordinator (2025)

- Answer inquiries via numerous avenues and input them into Tripleseat. Following up on leads, booking showings, creating Contracts, invoices and BEOs
- Run showings for each space, The Bissell Tree House, The Event Tent, After-hours rentals, Picnic spaces and more.
- Work with individual clients from a month out of events all the way through the day of events. Helping them with final decisions, creating layouts, adding extras as needed. Ordering the proper bar stock for events.
- Day of - overseeing staff consisting of bar, event assistants, drivers etc. Work with vendors from load-in to load-out. .
- Make sure the space is cleaned up, and everything is put away properly. do follow-ups with each event.

#### Rye Venues - Grand Rapids, MI Event Manager ( 2024 - 2025)

- Oversee day of space coordination for each of the venues during events. Work alongside the Day of Coordinator when they are hired for events and oversee day of needs when DOC is not on-site.
- Make sure spaces are properly set up according to plans, and everyone is where they should be. Close at the end of Day. Oversee venue flip at night for next event. Be the contact for the clients. Make sure they are taken care of, help them solve problems, and oversee any issues with alcohol or injuries.

#### Centerstage Theatre- , Coopersville, MI, Performing Arts Center Manager (2021-2023)

- Oversee the maintenance and upkeep of all equipment and facility repairs in the 765-seat venue
- Field all rental inquiries, search for new renters, give tours, create budgets and contracts for each. Make sure each one is staffed accordingly.
- Oversee online and in-person box office and box office volunteers. Cash out each night and prep for the following day events.
- Oversee all theater space social media—Facebook, Website upkeep etc. Manage a crew of paid student employees for each event. Scheduling and timesheets.
- Manage the Centerstage Theater budget.
- Design lighting and or other technical elements for all rentals, and in house events.

#### Firehouse Center for the Arts – Newburyport,MA Technical Director/Production Manager (2019-2020) - Lost due to Covid-19

- Manage and oversee all technical aspects and safety of the theater, rehearsal and shop spaces
- Oversee long-term projects for all production spaces
- Oversee all overhires in the shop and on the design and production teams.
- Oversee all hiring for each show, from cast to designers and production team, creating contracts, budgets and schedules.
- Manage the space calendars
- Oversee all concerts from initial conversations, hospitality and space maintenance, to in person show prep and acting as host for special guests. Making sure everyone was paid by the end of each event.

#### Nantucket Dreamland Foundation – Nantucket, MA Technical Director (2018-2019)

- Manage all technical aspects of the Dreamlands 3 performance spaces, event spaces, and front of house.
- Manage all technical needs for all touring acts such as Ingrid Michaelson, The Weight Band, and the Vienna Boys Choir.
- Lighting Design & AV for the above events, as well as the Page to Stage Series, Nantucket Comedy Festival, venue rentals and more.
- Oversee the \$250,000 facilities budget. Monitoring state inspections, coordinating repairs with contractors, and movie schedules.
- Act as caretaker, repairing any basic facilities needs that didn't require a contractor.
- Maintain all theater-related equipment. (Lighting, sound, tools, etc)