Dan Mellitz

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EDUCATION

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

CERTIFICATION

Crowd Manager Training Program Certificate – MA	2020
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

Rye Venues Event Manager (August 2024 - Current)

- Oversee day of space coordination for each of the venues during events. . Work alongside Day of Coordinator when they are hired for events and oversee day of needs when DOC is not onsite.
- 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, oversee any issues with alcohol or injuries.

Wisdom Esoterica - Remote - Sales Manager (May 2024 - Current)

- Connect with current and new clients making sure they have what they need for their service or installations, upsell new products that fit what they need.
- oversee office duties such as money collection, creating invoices, quotes, helping team order products and materials on site
- Continue looking for new clients and making the connections.

Centerstage Theatre– 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 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 Centerstage Theater budget.
- design lighting and or other technical elements for all rentals, and in house events.

Firehouse Center for the Arts – 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 overhire 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 – MA Technical Director (2018-2019)

- Manage all technical aspects of the Dreamlands 3 performances 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)