

Sarah Strunk

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WORK EXPERIENCE

George Mason University, Fairfax, VA

Consultant at the Communication Center October 2020 – Present

Consulting students, one-on-one, to develop stronger knowledge and confidence with oral communication skills through concept development and feedback on delivery/performance.

Arts Management Internship at the College of Visual and Performing Arts January 2022 – May 2022

Assistant Production Manager for six shows in the School of Theater, scheduled and ran production meetings and rehearsals, coordinated with the Title IX office to introduce training into the program, enforced COVID policies and protocol in order to maintain safe rehearsal and performing spaces.

NextStop Theater Company, Herndon, VA

Production Stage Manager – *Lucky Stiff* April 2022 – June 2022

Stage Manager – *Turn of the Screw* October 2021 – November 2022

Oversaw technical elements of the stage and COVID protocol. Liaison between cast, the production team, and house managers. Troubleshoot technical issues and called the cues to run the show.

Encore Stage & Studio, Arlington, VA

Promotional Video Producer May 2018 – October 2018

Developed concepts for promotional material with the Marketing Manager and produced three promotional videos from start to completion. Created documentary style scripts and shot sheets, captured interviews and broll, and edited and delivered the final product.

Production Intern May 2018 – July 2018

Served as the Assistant Stage Manager for the summer musical *Seussical*. Created tracking sheets, blocking notes, and oversaw the technical elements and set movements backstage during the show.

Stage Manager September 2015 – August 2018

Worked with cast and directors to create an efficient and productive work environment while acting as the primary liaison for actors. Creatively solved production problems and maintained an organized prompt book for communicating cues during performances. Oversaw the safety and schedule during tech week. Credits: *Hansel and Gretel* (2015), *Spelling Bee* (2016), *Godspell* (2017).

Long Story Short Media, Washington D.C.

Summer Intern / Production Assistant May 2018 – July 2018

Assisted in pre-production, production, and post-production for client videos and podcasts. Pitched ideas and conducted topical research for potential clients or projects. Liaised with the remote office to ensure smooth communication and workflow. Production assistant on field shoots in the DMV area.

EDUCATION

George Mason University, Fairfax, VA

June 2020 – Present

Bachelor's Degree - Film and Video Studies (Screenwriting)

(Expected Graduation December 2022)

Northern Virginia Community College, Alexandria, VA

January 2019 – May 2020

Associates Degree - General Studies

New York University CAS Abroad Program, Florence, Italy

May – July 2019

Emerson College, Boston, MA

2017 – 2018

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THEATER

SUTTA	Camera Operator	**TMP – Dir. Djola Branner
HEAD OVER HEELS	Spotlight Operator	**TMP – Dir. Erin Gardiner
ORIGINALS!	Playwright	**TMP – Dir. April Brassard & Franklin Robinson Jr.
LUCKY STIFF	Production Stage Manager	NextStop – Dir. Robert Mintz
JUST LIKE US	Co-Projections Designer	**TMP – Dir. Kristin Johnsen-Neshati
EVERYBODY	Projections Operator	**TMP – Dir. Esteban Marmolejo-Suarez
DUKE ELLINGTON CABARET	Stage Manager	**TMP – Dir. Erin Gardiner & James Gardiner
1,001 PLAYS	Assist. Stage Manager	**TMP – Dir. Kristin Johnsen-Neshati and Nicholas M. Kfoury Horner
TURN OF THE SCREW	Stage Manager	NextStop – Dir. Christopher Richardson
ORIGINALS!	Assist. Stage Manager	**TMP – Dir. April Brassard & Franklin Robinson Jr.
SEUSSICAL: THE MUSICAL	Assist. Stage Manager	ESS* – Dir. Elizabeth Pringle
GODSPELL	Stage Manager	ESS* – Dir. Kelsey M. Bowen
THE 25 TH ANNUAL PUTNAM	Stage Manager	ESS* – Dir. Kelsey M. Bowen
COUNTY SPELLING BEE		

*Encore Stage and Studio = ESS

**The Mason Players = TMP

FILM

MECHANICAL BULLS	Production Assistant	Indie – Dir. Jake Schick and Josh Laufer
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AWARDS AND HONORS

Member of The Dramatists Guild of America	September 2022 – Present
Playwright in The Mason Players' <i>Originals!</i> 10-minute play showcase	September 2022
Old Town Book's Spooky Story Contest - 1st Place	October 2020
New York University's CAS Abroad Creativity Contest - 1st Place	September 2019

VOLUNTEERISM/PERSONAL INTERESTS

Co-host and Creator of DreamShare Podcast	August 2020 – May 2021
Arlington Student Film Festival Judge	April 2021 – June 2021
Encore Stage and Studio Participant and Volunteer	2008 – 2018

SKILLS

Writing, Storytelling, Microsoft Office Suite, Final Draft 12, Adobe Premiere Pro, QLab, Basic Sewing, Lighting Hang/Focus, Arts Management, Basic Power Tools, Event Planning, Puppetry.