

Sara Kenney

Production Assistant

914-712-5559 | saraandersonkenney@gmail.com

SUMMARY

Enthusiastic, efficient, and detail-oriented production assistant with passion for film, media, and television seeking opportunity to support production. Adept at multitasking, on-the-fly problem-solving, and remaining flexible and positive in high-intensity, fast-paced environments.

PRODUCTION EXPERIENCE

Fourth Floor Productions/SHOWTIME

Dec 2019

Production Assistant, My Psychedelic Love Story – Cambridge, MA and Lexington, MA

- Supported art director and set decorator in acquiring key props and set dressing for Errol Morris documentary
- Extensively researched and sourced period-appropriate, vintage set dressing to fit art director's vision
- Shuttled art director to and from set and on errands in personal vehicle as requested
- Reconciled petty cash and receipts for art department purchases with production coordinator

ADDITIONAL EXPERIENCE

Props Artisan

Freelance - Boston, MA

Aug 2018 – Present

- Construct, rent, purchase, and source all hand props and furniture for theatrical productions
- Collaborate closely with designers and director to find practical solutions to logistical and creative problems
- Organize prop tracking sheet and deliver props to meet rehearsal needs requiring quick turnaround times
- Manage properties budgets of over \$3000 through detailed spending spreadsheet
- Maintain familiarity and relationships with prop warehouses, antique stores, and local specialty shops

Beacon Hill Staffing Group, Inc.

Office Manager and Administrative Assistant – Boston, MA and New York, NY

May 2018 – Jan 2022

- Received and redirected incoming calls from clients to over 40 office analysts, managers, and assistants
- Maximized use of spreadsheet software to ensure accurate recordkeeping and data tracking
- Drafted correspondence by email and created pathways of communication between staff and clients
- Ordered catered lunch for parties of up to 30 people with sensitivity to food allergies and individual dietary needs
- Consolidated individual employee expenses to draft expense reports for reimbursement

The Lyric Stage Company of Boston

House Manager and Covid Compliance Personnel – Boston, MA

Aug 2018 – Oct 2021

- Executed management of front of house operations in 244-seat theater while maximizing guest satisfaction and overall staff productivity during intense 30-minute seating period
- Checked Covid-19 vaccine cards at door to ensure safety for audience, actors, and staff members
- Upheld condition of theater space pre- and post-show, including maintaining stage and surrounding area to keep it performance-ready and adjusted seating options as needed for greater accessibility

EDUCATION

Brandeis University | Bachelor of Arts in Theater Arts

May 2018

RELEVANT SKILLS

Valid Massachusetts Driver's License with Excellent Driving Record; Owns Car; Safe Sets Covid-19 Level A Certificate and Health Education Services Covid-19 Compliance Officer Training Certificate; Experience Driving Cargo Van; Walkie Etiquette; Properties Fabrication; Microsoft Office; Google Suite; Adobe Creative Suite; Good Familiarity with Boston and Greater Boston Area; Budgeting and Spreadsheet Props Management; Can Lift Up to 50 Pounds; Advanced Research Skills