

Matthew B. Cullen

*Born in Bogotá. Adopted. Based in East Harlem.
practice.”*

he/they, él/elle

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Creative Producer

“Investing in a process-focused

(716) 783-4350

Orin Wolf Productions - *Buena Vista Social Club* - Broadway

Feb. 2025 - Mar. 2025

Producing Intern

New York, NY

- Shadowed producer Orin Wolf through the whole tech and preview process of BUENA VISTA SOCIAL CLUB on Broadway including meetings with Foresight Theatrical, Polk&Co, AKA, ATG, Co-Producers, and the creative team.
- Coordinated and ran logistics for “Touring Jobs Fair” between RISE Theatre Directory and NETworks Productions in conjunction with Victoria Detres.
- Shadowed producer Orin Wolf and Hannah Rosenthal as they ran the day to day of NETworks Productions.
- Assisted Executive Assistant with submitting house seat requests.

Repertorio Español

Apr. 2024 - Sep. 2024

Miranda Family Artistic Fellow

New York, NY

- Assisted Artistic Director Rafa Sanchez as he directed LA LLAMADA.
- Assisted the Special Programs Manager in coordinating the education tours of LA GRINGA.
- Coordinated the annual Gala in conjunction with the Executive Coordinator.
- Facilitated the Julio de Burgos writing cohort.
- Collaborated with the Special Projects Manager in logistics of a 5 piece reading series.
- Production coordinated 2 Van Lier Directing Fellows as they mounted their first productions.

Chautauqua Theater Company

Dec. 2023 - Aug. 2024

Company Management Advisor

Chautauqua, NY

- Trained new Company Manager.
- Serves as a point of contact for the Company Management team on any questions.
- Liaisons between Institution departments and the Company Management team.
- Compiled company contact information.
- Planning events and company scheduling for the season alongside the Production Stage Manager.
- Managed a housing budget of \$250,000.
- Arranged housing for 130 artists for the 2024 summer season in conjunction with the Institution’s Housing Team.
- Built system to anticipate housing needs for future seasons to provide for an easy housing request process.

Vineyard Theatre

Sep. 2023 - Mar. 2024

Miranda Family General Management Fellow

New York, NY

- Drafted riders for AEA, USA, and SDC members along with their respective coverplate or faceplate.
- Shadowed the General Manager in contract negotiations with agents.
- Supported General Manager to ensure timely signing of contracts by all artists, and delivery of hiring tax paperwork and all community standards agreements.
- Prepared, created, tracked and maintained creative team onboarding spreadsheet, payroll sheets, union and commission payment tracking for productions of SCENE PARTNERS and RUSSIAN TROLL FARM.
- Read and maintained guidelines stated in the AEA, SDC, and USA CBA.
- Assisted in AEA and SAG paperwork to live stream SCENE PARTNERS through LOLST.
- Supported the financial closes of SCENE PARTNERS and RUSSIAN TROLL FARM.
- Reconciled company credit card transactions and receipts.
- Prepared and performed check and cash deposits at the bank.

Vineyard Theatre

Sep. 2023 - Mar. 2024

Company Manager for SCENE PARTNERS and RUSSIAN TROLL FARM

New York, NY

- Arranged all artist logistics and care, physical therapy appointments, purchasing and maintaining coffee service, snack and wellness supplies, maintained green room area and coordinated any necessary show-related medical care and company meals needed for the production team.
- Coordinated travel and housing for any out of town artists.
- Provided point of contact for artists from half-hour to curtain on performance nights.
- Created a new company welcome packet, to assist in orienting and onboarding incoming company members.
- Compiled, maintained and distributed company contacts, information, headshots and program credit requirements to appropriate parties including stage management, marketing, press, and the Off Broadway League.
- Distributed and mailed weekly paychecks, and track and process payments to unions.
- Acted as point of contact to track all company and agent ticket requests per contractual allotments and company policies.
- Acted as point of contact for all agents and artists for Opening Night ticketing requests.

Chautauqua Theater Company

May 2023 - Aug. 2023

Company Manager

Chautauqua, NY

- Implemented and executed an orientation to Chautauqua for all new artists.
- Supervised the Assistant Company Manager.
- Served as the primary point of contact for any emergency.
- Managed a budget of \$55,000.
- Arranged round trip transportation for the company of 120 artists.
- Organized housing for 120 artists using a mix of Institution-owned properties and rentals.
- Managed company vehicles including rental cars, golf carts, and bikes as well as housing and hospitality items.
- Created an inventory document to track Company Management items across 4 storage locations.
- Organized company events including openings, closings, meet and greets, 4th of July, and BIPOC affinity spaces.

Freelance Producing:

SUPER CILANTRO GIRL	Producer	mbc theatrical r&d	Nov. '24-Present
CHICANA LEGEND	Producer	mbc theatrical r&d	Feb. '24-Present
AS I EAT THE WORLD	Creative Producer	Downtown Urban Arts Fest	Mar. '25-Jun. '25
NARRATIVE OF THE LIFE OF CEDRIC BARTHOLOMEW.	Line Producer	Apollo Theater	Jan. '25-Apr. '25
THE SISTERHOOD	Producing Consultant	The Tank	Feb.'25-Mar.'25
LETTERS I WILL NEVER SEND YOU	Producing Consultant	mbc theatrical r&d	Feb.'24-Oct.'24
THE PITS	Guest Producer	Frontera Reading Series	Jun. '24
PLAQUE PLAY	Lead Producer	mbc theatrical r&d	Dec.'23-May'24
AZUL: a Bilingual Musical	Producing Shadow	54 Below/Joe's Pub	Feb.'23-Aug.'24
SHADES OF BLUE	Lead Producer	mbc theatrical r&d	Jan.'22-May'22

Education & Training

State University of New York at Fredonia: B.A. Theatre Arts, Arts Admin. & English Minor - 2023

Thesis: *Reconstructing Theatre Etiquette: Investing in the Liberation of the Audience Engagement Experience*

Anti-Racist Theatre: Nicole Brewer

Business of Broadway: Producing 101, Unions & Guilds, Assessing & Transacting An Investment

Skills:

Work well under pressure | Healthy time management | Incredibly adaptable | Detail oriented | Excellent communicator |

Organized digitally and physically | Proficient in Google and Microsoft suite, Asana, Slack, AirTable | Love a spreadsheet.