

Matthew B. Cullen

Theatre Producer & Administrator

Born in Bogotá. Adopted. Based in Brooklyn.

"Investing in a process-focused practice."

he/they, él/elle

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Artistic:

Repertorio Español

Apr. 2024 - Sep. 2024

Miranda Family Artistic Fellow

New York, NY

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

Latiné Musical Theatre Lab

Apr. 2022 - Dec. 2022

Artistic Associate

New York, NY

- Created and maintained the company wide Google Drive and Google calendar to organize all documents and events.
- Built and updated the Show Tracker spreadsheet to collect information on new latiné musicals across the country.
- Served as a PA for the inaugural Gala.
- Coordinated the company logistics for the inaugural Julia de Burgos Cohort alongside 2 cohort facilitators.
- Provided script coverage for new musicals.
- Wrote a "What to Wear?" statement to break down the "dress code" barrier for attending theatrical events.

Disruptive Compassion

Apr. 2020 - Jan. 2022

Founder and Artistic Curator

Zoom

- Produced 36 virtual table reads of new plays by emerging playwrights.
- Evaluated and programmed scripts for the table reads.
- Cast actors for each read.
- Facilitated post-reading conversations between the cast and playwrights.
- Maintained a database to track actors.

Main Street Studios

May 2021 - Aug. 2021

Artistic Intern

Fredonia, NY

- Assisted the Artistic Director in producing the summer theatre camp, Playground, and the summer Shakespeare performance, The Tempest.
- Programmed classes to be taught at Playground alongside 3 other interns.
- Assistant Directed "The Tempest".
- Supervised 8 councilors.

General Management:

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.

Producing:

THE PITS

June 2024

Guest Producer for Frontera Reading Series

New York, NY

- Upcoming.

PLAGUE PLAY

Jan. 2024 - Apr. 2024

Lead Producer

New York, NY

- Supervised a 3 person producing team and Production Manager.
- Created and maintained the production budget including company members' payment.
- Fundraised \$5,000 through pitching individual investors.
- Executed rental agreement with IATI Theater.
- Created production calendar in conjunction with Production Manager.
- Cast, organized, and executed a virtual workshop in February prior to rehearsals for production.
- Built and sent out invitations to individuals on the guest list.

AZUL: A Bilingual Musical

Mar. 2023 - Present

Producing Shadow and Social Media Intern

New York, NY

- Create and edit image and video content for the production's Instagram @azulthemusical.
- Notetaker at production meetings.
- Collaborated with the writers to make sure content best represented the musical.
- Planned social media campaigns for concerts which sold out 54 Below and Joe's Pub.

Company Management:

Chautauqua Theater Company

May 2024 - 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.

Chautauqua Theater Company

Dec. 2023 - Apr. 2024

Pre-Season Company Manager

Remote

- Arranged housing for 130 artists for the 2024 summer season in conjunction with the Institution's Housing Team.
- Managed a housing budget of \$250,000.
- Built system to anticipate housing needs for future seasons to provide for an easy housing request process.

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.
- Upheld company culture and morale.

Chautauqua Theater Company

May 2022 - Aug. 2022

Assistant Company Manager

Chautauqua, NY

- Booked flights and ground transportation for nearly 100 artists in conjunction with the Company Manager.
- Assisted in arranging housing for nearly 100 artists using a combination of CTC owned and leased houses.
- Organized parties and toasts for the opening and closing of the 6 show season.
- Coordinated weekly grocery trips.
- Promoted to Company Manager for the final quarter of summer.

KMEntertainment

Jan. 2021 - Aug. 2021

Operations and Logistics Manager

Remote

- Created and managed rehearsal itinerary as well as rehearsal/production reports.
- Coordinated travel, housing, and food for traveling concerts.
- Sent out communications with current and potential clients and venues.
- Maintained the Producing Artistic Director's calendar and meeting schedule.
- Updated the company website and YouTube.

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, ...Social Media Strategy

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 | Loves a Spreadsheet..