

Matthew B. Cullen

Theatre Producer, Administrator (*Generator, Facilitator, Curator*)

he/him/his

matthewbcullen.com

matthew.b.cullen14@gmail.com

(716) 783-4350



Administration:

Latiné Musical Theatre Lab, New York, NY

April 2022 - Present

Artistic Associate

- ❑ Collaborates with the marketing team to plan and execute social media posts.
- ❑ Created the company Google Drive and Google calendar to organize all documents and events.
- ❑ Developed the Show Tracker database to collect information on new latiné musicals across the country.

Chautauqua Theater Company, Chautauqua, NY

May 2022 - Aug. 2022

Assistant Company Manager

- ❑ 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 houses, hotels, and leased homes.
- ❑ Organized parties and toasts for the opening and closing of the six show season.
- ❑ First responder to emergencies outside of rehearsal.
- ❑ Took over as Company Manager for the final quarter of summer.

Disruptive Compassion, Zoom

Apr. 2020 - Jan. 2022

Founder

- ❑ Produced a virtual weekly series of new plays by emerging playwrights featuring actors from across the country.
- ❑ Executed a 24hr Play Festival featuring 5 new plays.
- ❑ Evaluated and programmed scripts for the table reads.
- ❑ Cast actors for each read.
- ❑ Facilitated discussion after each table read.

KMEntertainment, Remote

Jan. 2021 - Aug. 2021

Operations and Logistics Manager

- ❑ 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.
- ❑ Managed the company website, YouTube, and contract database.

Education:

State University of New York at Fredonia B.A. Theatre Arts

Arts Admin. & English Minor

Grad. May 2023

Interpersonal Skills

Work Well Under Pressure

Healthy Time Management

Organized Digitally and

Physically

Strong Interpersonal Skills

Incredibly Detail Oriented

Technical Skills:

Proficient in the following:

Google Suite, Asana, Wix,

Microsoft Suite, Mailchimp,

Slack