

Matthew B. Cullen

Born in Bogotá, Colombia. Adopted. Raised in Buffalo, NY.

Theatre Administrator

(Generator, Facilitator, Curator)

he/they, él/elle

matthewbcullen.com

matthew.b.cullen14@gmail.com

(716) 783-4350

Administration:

AZUL: A Bilingual Musical, New York, NY

Mar. 2023 - Present

Social Media Intern and Producing Shadow

- ❑ Creates and edits image and video content for the production's Instagram @azulthemusical.
- ❑ Assists the Creative Producer with day to day tasks for the upcoming Joe's Pub concert.
- ❑ Plans and maintains a social media posting schedule.

Latiné Musical Theatre Lab, New York, NY

Apr. 2022 - Dec. 2022

Artistic Associate

- ❑ Created and maintained 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.
- ❑ Wrote a "What to Wear" statement to break down the "dress code" barrier for attending theatrical events.

Chautauqua Theater Company, Chautauqua, NY

May 2022 - Aug. 2022

Assistant Company Manager, COVID Safety Officer

- ❑ 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 six show season.
- ❑ 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.
- ❑ Evaluated and programmed scripts for the table reads.
- ❑ 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.

Education:

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

Arts Admin. & English Minor

Grad. May 2023

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

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 Budget Spreadsheet