

# • MEGHAN MCLAUGHLIN •

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## • EMPLOYMENT HISTORY •

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Director of Production, Park Square Theatre  
Saint Paul, MN | September 2022-Current

- Coordinated with Executive Director and Technical Director to plan and implement production schedules and develop all budgets.
- Monitored rehearsal and technical activities to enforce production standards and maintained knowledge of events affecting the established schedule.
- Determined suitable crew requirements, scheduled employees, and worked with Human Resources to meet changing production schedules.
- Created and regularly updated department work instructions and reports.
- Calculated finances and production costs while managing cash flow.
- Developed and implemented cost controls and other expense reduction measures.
- Implemented program changes to identify and quickly resolve root cause issues bottlenecking production levels.
- Run Payroll via the ADP system.

Production Manager and Founding Company Member, Theatre Alaska  
Remote Work | July 2019- Current

- Resolved issues quickly to maintain productivity goals.
- Managed continuous improvement initiatives to drive quality, flow, and output gains.
- Reviewed work for quality and compliance with, company standards and design specifications.
- Standardized production procedures, job roles, and quality assurance guidelines.
- Determined suitable crew requirements, scheduled employees, and worked with Human Resources to meet changing production schedules.
- Calculated finances and production costs while managing cash flow.

Production Manager, Park Square Theatre  
Saint Paul, MN | August 2016- September 2022

- Resolved issues quickly to maintain productivity goals.
- Managed continuous improvement initiatives to drive quality, flow, and output gains.
- Standardized production procedures, job roles, and quality assurance guidelines.
- Addressed personnel issues and scheduling conflicts promptly.
- Collaborated with the director and design team to determine technical and scenic needs for all shows according to script requirements and current research.

Business Owner, Homes for Gnomes  
Remote Work | March 2020-January 2022

Volunteer Coordinator, Kennedy Center American College Theatre Festival Region 5  
Region 5 | January 2018, 2019, 2020

Scene Shop Supervisor, South Dakota State University  
Brookings, SD | August 2016-July 2019

Assistant Technical Director, Minnesota State University Moorhead  
Moorhead, MN | May 2015-August 2016

• EDUCATION •

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Master of Arts – University of Minnesota – Twin Cities  
*Master of Professional Studies in Arts and Cultural Leadership*  
Minneapolis, MN | Expected in May 2024

Bachelor of Arts – Minnesota State University Moorhead – Moorhead  
*Bachelor of Arts in Theatre Emphasis in Technology and Design Minor in Art Studio*  
Moorhead | August 2016

• TEACHING EXPERIENCE •

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Teen Technical Theatre Class for Steppingstone Theatre 2022  
Taught Select Areas of Stage Craft and Portfolio and Resume at SDSU.  
Co-presented at Northern Boundary Section of United States Technical Institute (NBS of USITT) 2018  
Presented at Kennedy Center American College Theatre Festival (KCACTF) Region 2017

• DESIGN CREDITS •

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<u>Show</u>	<u>Title</u>	<u>Date</u>
<i>Mamma Mia</i>	Costume Designer	Chaplin High School, MN 2023
<i>Charlotte's Web</i>	Scenic Designer	MSUM 2019
<i>Disney's The Little Mermaid</i>	Scenic Designer	PRT May - August 2018
<i>Sensical The Musical</i>	Scenic Designer	SUT March-April 2018
<i>I Love You. You're Perfect...</i>	Scenic Designer	PRT May - August 2017
<i>Six Characters...</i>	Scenic Designer	SUT March-April 2017
<i>Greater Tuna</i>	Scenic Designer	MSUM May-Aug 2016
<i>Blame it on the Movies</i>	Scenic Designer	MSUM May-Aug 2016
<i>Eurydice</i>	Scenic Designer	MSUM Dec-Feb 2016
<i>ANANSI!</i>	Scenic Designer	MSUM Sept-Nov 2015
<i>Romi/ eo and Juliet</i>	Scenic Designer	MSUM Jan-Feb 2015

• SKILLS •

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<b>Software</b>	<b>Soft Skills</b>	<b>Knowledge of Operation</b>
Vectorworks/CAD	Communication	MIG and TIG Welding
Microsoft Suite	Budgeting	Manual Rigging System
Audacity	Time Management	Pneumatic Tools
ETC Lighting Program	Crew Leadership	Hand and Power Tools
Sketch-Up	Planning	Lighting Instruments
Google Suite	Scheduling	ION Light Board
ADP	Sewing with Pattern	Tool Cat Operation
Adobe Illustrator	Interpersonal Skills	Sewing Machine and Serger
Canva		
Procreate		
SharePoint		