

Zachary B. Spitzer

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Selected Experience

Skirball Center for the Performing Arts	Production Manager	2018 - Present
Responsible for safe and efficient use of NYU Skirball stage, as well as short and long term maintenance and upgrades; Coordinated physical production elements for all events, including mainstage presentations and corporate rentals; Planned, budgeted, and executed system maintenance and upgrades, such as projection and stage camera system rebuilds; Coordinated necessary permits with FDNY, including yearly blanket smoke & haze permit; Revised theater Vectorworks drawings and technical specifications paperwork.		
Aurora Productions	Associate Production Manager	2017 – 2018
<i>Angels in America</i> , Neil Simon Theater		
Supervised technical production elements for the Broadway revival of <i>Angels in America</i> ; Tracked and approved Local One payroll; Processed and approved IATSE Pink Contract payroll; Coordinated the installation and repair of automation and flying effects; Coordinated between creative team and vendors for the safe creation of flying effects.		
New York City Center	Associate Production Manager	2014 – 2017
Planned, scheduled, budgeted, and supervised technical production elements for main stage productions; Coordinated rental equipment lists and bids with various shops; Created Vectorworks construction and shop drawings as required; Applied for and coordinated with City agencies for permits and inspections; Coordinated Local One, IATSE 764, and Teamster unions work rules; Processed and approved payroll for union and non-union employees.		
Houses on the Moon Theatre Company		
<i>The Santa Closet</i> , 64 E. 4 th Street Upstairs	Production Manager	2019
<i>De Novo</i> , Next Door at NYTW	Production Manager	2017
<i>Tara's Crossing</i> , Northeast Tour	Stage Manager	2011
<i>De Novo</i> , Northeast Tour	Stage Manager	2011
<i>Santa Claus is Coming Out</i> , Theatre Row	Stage Manager	2009
Production Managed off-off-Broadway productions of <i>The Santa Closet</i> and <i>De Novo</i> ; Stage Managed off-off-Broadway productions of <i>Santa Claus is Coming Out</i> and northeast tours of <i>De Novo</i> and <i>Tara's Crossing</i> .		
Tilted Windmills Theatricals	Production Manager	2015
<i>Popesical</i> , NY Fringe Festival		
Tryout of a new musical as part of the NY Fringe Festival at Theatre80; Run extended as part of the Fringe Encore series at the Soho Playhouse; Worked closely with creative team to bring show to fruition.		
Stuart Thompson Productions	General Management Assistant	2013 – 2014
<i>No Man's Land / Waiting For Godot</i> , Cort Theater		
Broadway productions of <i>No Man's Land</i> and <i>Waiting for Godot</i> performed in repertory; Responsible for tracking investor agreements and capitalization finances; Managed house seat and tony voter ticketing; Calculated and processed return of investment payments to investors; Paid bills in QuickBooks; Drafted and proof-read contracts prior to signing; Tracked sales, ticketing inventory, and return-on-investment for various marketing channels.		
Penguin Rep Theater	Production Manager	2009 – 2010
Coordinated four main-stage productions as well as numerous play readings and family one-acts per summer season; Remounted <i>Freed</i> Off-Broadway at 59E59's Theatre A.		

Education

NYU Stern School of Business (MBA Candidate)	Expected Graduation: 2022
Brooklyn College (MFA, Performing Arts Management)	Graduated: May 2013
North Carolina School of the Arts (BFA, Lighting Design)	Graduated: May 2010

Licenses & Certificates

New York State Class D Driver's License	FDNY Certificate of Fitness C15 (Supervise Flame Proofing)
FAA Private Pilot, ASEL, Instrument Airplane	FDNY CoF F03 (Indoor Place of Assembly Safety Personnel)
PADI Advanced Open Water, Nitrox	OSHA 30 Hour – General Industry