

Zachary Spitzer

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Selected Experience

- Lincoln Center for the Performing Arts** **Production Manager** 2022 – Present
- Advanced planning, budgeting, and day of supervision for performances and events across multiple venues.
 - Partner with stakeholders to coordinate schedules, physical space usage, rental materials, and align budget and goals.
 - Coordinate city permits as required.
- Skirball Center for the Performing Arts** **Production Manager** 2018 – 2022
- Responsible for NYU Skirball stage, maintenance, and capital improvements from conception to execution.
 - Led Production Department of five full time and numerous freelance employees.
 - Budgeted, planned, and coordinated physical production elements for all events.
 - Tracked and reported budget vs. actual throughout the production process.
 - Developed, codified, and implemented standard and emergency procedures.
 - Revised theater Vectorworks drawings and technical paperwork.
- Aurora Productions** **Associate Production Manager** 2017 – 2018
- Angels in America*, Neil Simon Theater
- Supervised technical production elements for the Broadway revival of *Angels in America*.
 - Tracked and approved IATSE Local One and Pink Contract payroll.
 - Coordinated between creative team and vendors for the safe creation, installation, and repair of staging effects.
- New York City Center** **Associate Production Manager** 2014 – 2017
- Planned, scheduled, budgeted, and supervised technical production elements on main stage productions.
 - Coordinated rental equipment lists and bids with shops.
 - Created Vectorworks construction and shop drawings.
 - 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.
- Stuart Thompson Productions** **General Management Assistant** 2013 – 2014
- No Man's Land / Waiting For Godot*, Cort Theater
- Broadway productions of *No Man's Land* and *Waiting for Godot* performed in repertory.
 - Tracked investor agreements and capitalization finances, Calculated and processed return of investment payments.
 - Managed house seat and tony voter ticketing.
 - Paid bills and generated reports in QuickBooks.
 - Drafted and proofed contracts prior to signing.
 - Tracked sales, 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 *Freed* Off-Broadway at 59E59's Theatre A.

Education

- NYU Stern School of Business** (MBA, *Specialization: Entertainment, Media, and Technology*) 2020 – 2022
- Brooklyn College** (MFA, *Performing Arts Management*) 2011 – 2013
- North Carolina School of the Arts** (BFA, *Lighting Design*) 2006 – 2010

Licenses & Certificates

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| 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 | FDNY CoF E27 (Pyrotechnic Class C) |
| Dante Certification Level 3 | OSHA 30 Hour – General Industry |