

MARY BACA

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BFA Production Design and Management - www.marybaca.com

PROFESSIONAL HIGHLIGHTS

Weymouth Watson - Harris Walz Reproductive Rights Bus Tour September - November 2024

Associate Producer

Responsibilities included, but were not limited to:

- Managing event logistics, permitting, parking, and schedule for 85 stops across 18 states
- Booking hotels for staff and surrogates
- Managing printing and equipment restocks when needed
- Leading trip calls with advancers to organize site visits and review event needs for each stop

Weymouth Watson - Free & Just Artist for Abortion Access Artist Series October 2024

Associate Producer

Responsibilities included, but were not limited to:

- Producing four events in four different states including: Story Collection at a gallery opening in Pittsburgh, Mural Reveal in Atlanta, Makers Art Market in New Orleans, and a Concert in Madison
- Booking all flights, cars, and hotels for myself and other staff
- Managing space rentals, technical needs, speaking lineups, and branding/printing before the event day

Democratic National Convention Chicago 2024 July - September 2024

Live-stream Production Coordinator

Responsibilities included, but were not limited to:

- Sourcing and contracting AV teams and Advance members
- Working through logistics of streaming virtual speakers from across the country
- Working with production and programming teams to ensure all logistical and technical requirements are met

BAM! Theatre January 2023 - Current

Production Manager, Designer and Stage Manager

Responsibilities included, but were not limited to:

- Organizing all technical aspects of the production as well as managing rehearsal rooms and communication with participants and families for 8 productions a year
- Leading meetings with designers & technicians, covering Scenic, Costumes, and/or sound designer when needed
- Communicating with rental locations to confirm needs, organizing lighting, sound, and prop rentals
- Managing volunteers of pre-production projects and day-of-show positions
- Leading load-in and strikes

BRAVO Performing Arts August 2021- Current

Production Manager, Designer and Stage Manager

Responsibilities included, but were not limited to:

- Managing 5 main-stage productions and daily needs of a school 500 seat theater.
- Writing contracts, creating schedules, maintaining budgets and assigning deadlines for designers and technicians
- Organizing logistical details for an out-of-state trip
- Troubleshooting technology in the space as well as managing technology that needed repair or replacement,
- Organizing community performance opportunities, special events, assemblies, and speakers during school days.
- Covering as Scenic, Costumes, and/or sound designer when needed

References available upon request