



jayla pollock

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EXPERIENCE

Baseline Theatrical, New York, NY

Winter 2022 - Spring 2022

General Management Intern

- Maintain digital and physical filings for all Baseline Theatrical productions.
- Ensure all checks are deposited into the adjoining LLC checking or MM account.
- Compile, stuff and send all paychecks, bills, profit distributions, and mail for Hamilton Uptown, Eliza, Angelica, And Peggy, Philip, and Freestyle Love Supreme Tours.
- Draft Production Assistant and COVID Safety Manager contracts.

Fordham University Theatre Company, New York, NY

Business and Recruitment Administrative Assistant

Spring 2019 - Spring 2022

- Communicate with university faculty and outside vendors for fiscal policies and filing, as well as event planning.
- Create and maintain Constant Contact emails, contacts, and distribution lists.
- Produce prospective student auditions, tours, and class visits along with scheduling through Slate in collaboration with Fordham University Admissions.
- Recruit current Fordham Theatre students to speak on experiences within the program and aid prospective students on audition, open house, and admitted students day.

Studio Production Manager

Fall 2021-Fall 2022

- In collaboration with the business manager, distribute and maintain each production's allotted budget and purchase tracking form.
- Compile every production calendar and create the season and conflict calendars.
- In collaboration with the electric shop supervisor, schedule film kit distribution amongst that semester's productions.
- Attend all production meetings and tech rehearsals and oversee all studio guidelines.

BIPOC Alliance Chair of Industry Communication and Event Coordination

Spring 2019-Spring 2021

- In collaboration with the full-time faculty, draft a comprehensive mission and values statement and maintain communication between the faculty and students on equity in casting and creative teams, representation, opportunity, and all other topics of concern.
- Plan and execute identity specific outreach events, affinity groups, and visiting artist's workshops.
- In collaboration with the season planning committee, reevaluate the company's criteria for producing shows on the Mainstage.

MCC Theater, New York, NY

Winter 2020 - Spring 2020

Audience Services/Accessibility Intern

- Assist in research of accessibility offerings of other theaters and new technologies.
- Support ticketing and front of house management for all MCC productions.
- Attend internal meetings along with the Director of Audience Services concerning season planning, production house design, audience feedback, and event planning.

EDUCATION

Fordham University - Lincoln Center

113 W. 60th Street
New York, NY 10023

B.A. in Theatre - Directing,
Lighting Design,
Theatre Management

SKILLS

Directing, Text Analysis, Basic Sewing, Intermediate Lighting Design, Intermediate Adobe Premiere Pro CC18, News Broadcasting, Google Suite, Microsoft Office, Zoom, Skype, Professional Social Media, MD Driver's License, Basic Adobe Photoshop

references available upon request