

# EMILY RITGER

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## ADMINISTRATIVE/MANAGEMENT EXPERIENCE

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### Cleveland Public Theatre, Cleveland, OH

#### *New Play Associate*

January 2013 – June 2014

- Coordinate and direct company's four development series
- Manage company's Nord Playwright in Residence Program
- Participate in long-range artistic and organizational programming

### Redmoon Theater, Chicago, IL

#### *Neighborhood Arts Program Associate*

August 2012 – December 2012

- Coordinated company's arts programming at Audubon Elementary School
- Instructed the company's artistic interns
- Produced the company's annual production of *Youth Spectacle*

#### *Internship Coordinator/Office Manager*

January 2012 – August 2012

- Assisted in pursuing educational grant funding
- Managed the hiring, scheduling and responsibilities of the intern company
- Managed company's donor database, Common Ground

### American Theater Company, Chicago, IL

#### *Production Manager*

October 2009 – November 2010

- Participated in season planning
- Managed execution of programming – production, artistic development, education and fiscal development
- Contracted production teams and actors using knowledge of AEA rules and regulations

#### *Artistic Administrator*

July 2009 – April 2010

- Facilitated company's artistic projects, including new play development, casting and short play festivals
- Provided dramaturgical support to all main stage productions and artistic projects
- Supervised and managed company's intern program

#### *Assistant to Artistic Director*

January – July 2009

- Scheduled meetings, organized calendar and managed communication for the Artistic Director
- Provided general administrative support for Artistic Director
- Coordinated with the Producing Director regarding hiring of actors and production scheduling

### The National Public Housing Museum, Chicago, IL

#### *Liaison and Administrative Coordinator*

July – December 2009

- Worked closely with Artistic Directors of two theater companies to conduct outreach and field research
- Set up interviews and managed the resulting body of work through transcription and digital cataloguing
- Organized retreats of the artistic team during the first year of research and thematic conceptual work

### The New Harmony Project, Evansville, IN

#### *Literary Intern*

May 2008

- Conducted research, dramaturgy and prepared reports for four playwrights
- Managed communication between teams and the conference facilitator

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## TEACHING EXPERIENCE

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### Ohio City Theatre Project, Cleveland, OH

July 2013

*Acting Instructor; Director*

### Chicago High School for the Arts, Chicago, IL

August 2012 – December 2012

*Acting Instructor*

### National High School Institute, Evanston, IL

Summer 2011, 2012

*Acting Instructor; Director*

### American Theater Company, Chicago, IL

January – March 2011

*Mosaic Education Program Teaching Assistant*

**North Central College, Naperville, IL**

*Viola Spolin Workshop*

**Dominican High School, Whitefish Bay, WI**

*Theater Instructor*

**October 2010**

**May – November 2009**

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## **EDUCATION**

**Sarah Lawrence College, Bronxville, NY**

Master of Fine Arts in Theatre

**University of Evansville, Evansville, IN**

Bachelors of Science in Theater Performance  
Philosophy Minor

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## **POINTS OF INTEREST**

Knowledge and experience with LORT, AEA, SDC, USA

Training in Viola Spolin's Improvisational Games and Paul Sill's Story Theatre

Board Member of Shark Eat Muffin Theatre Company

Past Literary Associate at Red Twist Theater

Past Member of American Theater Company, Northlight Theatre, and Redtwist Theatre's Reader Committee