

Alandra J. Hileman

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Professional Summary

Seasoned Creative Project Manager offering 10 years of experience with a proven track record supporting creative and entertainment production teams from concept to completion. Excels with high-stakes milestones and uncompromising deadlines. Recognized as an organizational force of nature, excellent in guiding and motivating individuals in an efficient and task oriented manner. Driven to create vivid, complex, engaging entertainment through methodical planning and adaptable, risk-aware strategies. Armed with a strong foundation of best practices, a firm knowledge of curated pre-production office technology, a consummate problem solver, and articulate communicator.

Areas of Emphasis

- Creative Management
- Project Management
- Operational Leadership
- Concept Development
- Social Media and Digital Advertising
- Budget Administration
- Workflow Implementation
- Talent Development
- Multichannel Communication & Presentation

Professional Experience

The Curran Theater - San Francisco, CA

Stage Door Lead (*under Ambassador Theater Group*) (Sept. 2019 - present)

- Manage operations of the theatrical back of house security team.
- Act as communication hub for production team, front of house, and venue management.
- Maintain documentation of safety protocols.
- Provide coverage for partner teams as needed: front of house, box office, maintenance.

Assistant House Manager (*under SF Curran*) (Oct. 2017 - May 2019)

- Manage operations of the theatrical front of house.
- Assist patrons with seating and facility navigation during performances.
- Act as subject matter expert for production and venue.
- Provide white-glove concierge services to high-profile clients.
- Provide coverage for partner teams as needed: box office, security, back of house.

City of Pleasanton - Pleasanton, CA - Lead Technician

(Dec. 2015 - Oct. 2017)

- Support technical needs of theatrical productions, educational programs, special events.
- Maintain, repair, and configure theatrical technology: lighting, sound, scenic.
- Light board operation and programming.
- Provide coverage for partner teams as needed: house management and hospitality.

Freelance - San Francisco Bay Area - Production Management (June 2007 - Dec. 2015)

- Key roles: Producer, Director, Stage Manager, Production Manager.
- Key skills: Budgeting, Contracts, Scheduling, Marketing, Facilities.
- Plan and execute full-length theatrical runs, staged readings, theatre festivals.
- Provide coverage for partner teams as needed: box office, house management.
- Notable Clients: Central Works, TheaterFIRST, Stanford University, UCSF, Shotgun Players.

Optimum Design Associates - Pleasanton, CA - Executive Assistant (Dec. 2005 - Dec. 2015)

- Provide scheduling, administrative, and organizational assistance to CFO and HR manager.
- Create and maintain sensitive documents and forms for HR and Accounting.
- Revise and update employee handbooks in accordance with state and federal regulations.
- Update and maintain sensitive personnel documents under supervision of the HR manager.
- Maintain I.T. assets: software updates, app installs and troubleshooting.

Additional Experience

- Playwright - Numerous feature length, one-act, and short format plays written and produced.
- Social Media Management - Create and schedule content, group moderation.
- Marketing and Publicity - Produce, package and distribute copy and media to local media.
- Photography - Publicity and Media, live event and staged.
- Streaming Media - Cast member and audio editor for TTRPG live-play livestreams & podcasts.

Educational Background

San Francisco State University	M.F.A., Creative Writing - Playwriting	2017
San Francisco State University	B.A., Drama – Development & Dramaturgy	2012
San Francisco State University	B.A., English – Literature	2012

Technical Proficiency

Microsoft Office suite, Google suite, Final Draft, Celtx, Audacity, Adobe Photoshop, Streamlabs, QLab, PC and Mac proficient