

C Charlotte Vosseler

Production & Project Manager

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Experienced Production Manager with a decade in events and immersive theatre, adept at bringing creative visions to life, solving problems on the spot, and advancing artistic goals.

Skills

- Project Management
- Developing Communication Systems
- Budgeting & Cost Estimation
- Financial Management & Tracking for Large Budget Projects
- Paperwork Creation & Maintenance
- Training New Managers
- Conflict Resolution
- Team Building & Staff Motivation
- Creative Problem Solving
- Adaptability
- Knowledge Of All Theatrical Production Trades
- NY State Drivers License

Tools

- Airtable
- Trello & Miro
- Team Gantt
- Humanity
- Paycom
- VenueOps
- Adobe Suite
- Procreate
- Google Suite
- Microsoft Office Suite
- Sketch/Figma

Education

Ithaca College
BFA: Theatrical Production Arts - Design
2012

Flatiron School
Product (UX/UI) Design Immersive
2020

Experience

Production Manager | Five OHM Productions

Sept '24 - Present

- ◆ Production Managed various projects including but not limited to:
 - 69th Annual Drama Desk Awards
 - Signature Theatre Company seasons '24-'25 & '25-'26
 - Signature Theatre Company 2025 Annual Gala
 - *Well, I'll Let You Go* with Regular People Productions, Directed by Jack Serio
- ◆ Worked with budgets of various sizes; delivered productions within the parameters of financial and timeline restrictions by researching, bidding, and securing cost-effective vendors for materials and services.
- ◆ Scheduled and managed large crews of freelance overhire technicians across multiple departments based on need and budgetary limitations in dialogue with departmental leaders.
- ◆ Successfully joined multiple Artistic, Creative, and Management teams; gaining trust and developing close working relationships while facilitating communication across all teams, ensuring smooth workflow.
- ◆ Coordinated complex rehearsal, load-in, and performance schedules, maximizing efficient use of time and resources while working on concurrent, overlapping projects.

Asst Director of Production | *Sleep No More* & Emersive Productions

May '21 - Sept '24

- ◆ Directly managed a team of two Production Managers and six Production Department Supervisors as well as 50+ team members and seasonal overhire employees, including providing training and guidance to entry level supervisors.
- ◆ Performed annual season planning for multiple venues and events within the McKittrick Hotel, as well as scheduling for added projects and ancillary events, seasonal transitions etc.
- ◆ Oversaw operation of multiple concurrently running productions, as well as managing multiple projects in varying stages of development. Established production budgets in conjunction with producing and management teams.
- ◆ Facilitated budget estimating and forecasting. Executed and maintained systems to streamline department wide financial tracking to ensure live tracking of spending and budget progress.
- ◆ Project Managed production scope of new works, including full scale new immersive and site sympathetic works such as *Life & Trust* and *Speakeasy Magick*.
- ◆ Assisted in Production Department restructuring upon the return to work to create a more sustainable, efficient and economical staffing structure.
- ◆ Oversaw compliance with all production and performance related safety procedures and policies.
- ◆ Led Production Department hiring for all full-time and contract positions including job description creation, recruiting, interviewing, hiring, onboarding, and offboarding.
- ◆ Advised on technical needs, best practices and management strategies for all in house and external events and projects.
- ◆ Provided production support for private event clients of varying scales

Interim Director of Design | *Sleep No More* & Emersive Productions

Oct '19 - Jan '20

- ◆ Applied and maintained the design and aesthetic integrity and technical components of a fully realized 100,000 square foot, six story immersive theatre experience.
- ◆ Designed and executed creative marketing strategies with the marketing staff to facilitate new and creative ways of reaching out to potential and existing patrons by creating a seamless experience within the company's aesthetic.
- ◆ Project managed all scenic and prop elements of the two pinnacle, multiple day events produced annually, from initial concept through to final execution while coordinating all design elements to support one unified vision across many separate installations and areas.
- ◆ Worked directly with Events Designer to produce and execute a full design from scaled renderings and sketches to fully realized elements.
- ◆ Facilitated collaboration between all departments to ensure a successful production process for each project while encouraging and motivating staff members to perform and create at their highest potential.