

# ASHLEY ELLEN FRARY LUTZ

ADMINISTRATOR

MANAGER

EDUCATOR

DIRECTOR

ARTIST

GRAPHIC DESIGNER

## CONTACT

**ASHLEY ELLEN FRARY LUTZ**

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812.430.9828

## EDUCATION

**MILLIKIN UNIVERSITY**

2009 Magna Cum Laude

*Bachelor of Fine Arts in Theatre*

*Acting Emphasis*

## REFERENCES

### **BLAKELY SAUCIER**

*Rocky Mountain Theatre For Kids*

*Program Manager 2015-2019*

*Artistic Director 2019-2020*

*Blakely@theaterforkids.net*

*479.214.2458*

### **LUCAS BAREIS-GOLUMB**

*Rocky Mountain Theatre For Kids*

*Stage Manager & Instructor 2017-2020*

*Program Administrator 2019-2020*

*lucasthesm@gmail.com*

*303.501.7944*

### **JENNIFER D'ALTO**

*D'Alto Studio Of Performing Arts*

*Children's Theatre of Southern Indiana*

*Founder & Owner 2009-Present*

*jenniferdalto@gmail.com*

*812.228.4554*

## SKILLS

Painting & Illustration ★★★★★

Digital Photography ★★★

Adobe Photoshop ★★★★★

Adobe Illustrator ★★★★★

Adobe Indesign ★★★★★

Adobe Audition ★★

Adobe Premier Pro ★★

MS Word ★★★★★

MS Excel ★★★★★

MS Powerpoint ★★★★★

Working with Children ★★★★★

Scheduling ★★★★★

Task Organization ★★★★★

Attention to Detail ★★★★★

Collaboration ★★★★★

Communication ★★★★★

## EMPLOYMENT

### **CHILDREN'S THEATRE OF SOUTHERN INDIANA**

**Online Instructor & Director, 2020-Present**

Responsibilities: Teach online classes in acting, auditioning, make-up & improvisation. Direct the Halloween digital play, Sleepy Hollow.

### **FREELANCE ARTIST & DESIGNER**

**Self-Employed 2010-Present**

Responsibilities: Take on various fine art, mural & graphic design commissions.

### **ROCKY MOUNTAIN THEATRE FOR KIDS & ACTORS ACADEMY**

**Director, Choreographer, Designer, Instructor 2016 - 2020**

Responsibilities: Direct or Choreograph shows for both the Academy program & summer camps, teach classes & workshops in acting, movement & dance, occasionally design costumes & props for select productions.

### **Assistant Program Manager, 2017 - 2019**

Responsibilities (In addition to the above): Monitor & oversee parent & staff communication for the Denver programs, train new staff members when needed, run academy auditions, recruit new students, assist in the organization of events, shows & orientations, carry out any other smaller administrative duties necessary.

### **Program Manager, 2019 - 2020**

Responsibilities: Oversee all parent & staff communication for both Denver & Boulder programs, hire & train new staff members, run academy auditions, recruit new students, co-organize events, shows & orientations, monitor class & production quality, update & maintain schedules, ensure staff deadlines are met, general staff management, carry out any other smaller administrative duties as necessary.

### **EVERGREEN PLAYERS**

**Guest Director & Choreographer, 2019**

Responsibilities: Direct & Choreograph the 2019 summer musical.

### **D'ALTO STUDIO OF PERFORMING ARTS**

**Instructor, Director, Designer, 2009-2011 & 2013-2016**

Responsibilities: Teach group classes & private lessons in dance & acting, direct &/or choreograph select shows in the studio's season, manage & run the D'Alto Dance Ensemble in collaboration with dance instructors, design & build costumes for select shows, assist in the organization & running of special events, camps & workshops, paint sets & backdrops for select shows, design flyers & posters for shows & events.

### **UNIVERSITY OF SOUTHERN INDIANA**

**Guest Choreographer, 2016**

Responsibilities: Create & teach choreography for the Theatre Department's spring musical.

### **TALES & SCALES**

**Teaching Artist & Graphic Designer, 2010-2014**

Responsibilities: Performing member of the touring music-telling troupe (Music-telling combines movement, story telling, & instrumental music) - perform vocals, keyboard, ukulele & french horn in touring shows, lead music & theatre-based workshops in schools & summer camps, design promotional materials such as fliers, posters, cards, show logos, web banners, brochures & t-shirts.

### **Artistic Director 2011-2013**

Responsibilities (In addition to the above): Write & direct touring productions, create curriculum & agendas for workshops & summer camps, train new & incoming troupe members, work with the Board of Directors & Executive Director on fundraising, public events/appearances, & outreach.