

EDUCATION

University of Hawaii at Manoa, Honolulu, HI

Master of Fine Arts in Theatre

Graduated: May 2012

University of Minnesota, Minneapolis, MN

Bachelor of Arts Double Majoring in Theatre Arts and Global Studies

Graduated: May 2006

UNIVERSITY TEACHING EXPERIENCE

Instructor at the University of Sioux Falls

- Stage Management

Instructor at the University of Hawaii at Manoa

- Creative Drama for the Classroom
- Introduction to Theatre

Guest Lecturer at University of Nebraska-Lincoln

- Introduction to Theatre

Guest Lecturer at Augustana College

- Senior Seminar

Guest Lecturer at the University of Hawaii at Manoa

- Acting 1
- Acting 2
- Theatre History

PROFESSIONAL THEATRE EXPERIENCE

Theatre Manager - Flagstar Strand Theatre, Pontiac MI

May 2021 - *Present*

- Developed and coordinated youth programming
- Produced high quality youth performances
- Managed Box Office and Front of House Operations
- Managed theatre space for both nonprofit and for-profit events

Assistant Box Office Manager- University of Chicago, Court Theatre

August 2019 - August 2021

- Worked on seasons directly impacting the 2022 Regional Theatre Tony Award
- Helped coordinate Spotlight Reading Series
- Worked as accessibility coordinator
- Provided high-quality customer service for patrons during pandemic
- Quickly learned box office software and ticketing procedures
- Handled money and created accurate financial reports

Audience Development Manager - Theater on the Lake, Chicago Park District

March 2019 - September 2019

- Worked with 6 different theater companies, 3 emerging playwrights, and multiple community partners to produce our season
- Managed box office and front of house staff
- Created and administered surveys and analyzed results
- Developed a new ticket reservation system
- Designed season mailings, posters and promotional materials

Education Program Coordinator/Company Manager, Black Hills Playhouse

May 2017 - March 2019

- Worked closely with Executive Director and Artistic Director as a key decision maker to effectively meet the needs of the company
- Collaborated with artists to create 3 residential summer camps
- Produced and directed 6 shows annually with adults with developmental disabilities
- Coordinated logistics of a 34 week educational tour
- Managed all aspects of ticketing and customer service including merchandise sales, database management and box office management
- Kept detailed records of artist's contracts and other employment documentation

Freelance Theatre Educator, St. Vincent and the Grenadines

January 2017-May 2017

- Taught literacy workshops at area primary schools using Applied Theatre methods
- Coached young adults for drama competition
- Conducted independent research on Vincentian Fete as Street Theatre Performance

Producing Artistic Director, Haymarket Theatre, Lincoln, NE

September 2014-December 2016

- Curated and produced a 12-show season
- Devised and implemented educational programming and curricula
- Piloted a paid directing internship for emerging directors
- Managed promotional and marketing efforts
- Crafted 2016 mainstage season marketing materials
- Curated social media content
- Trained front of house volunteers
- Spearheaded facility management needs
- Hired and managed contract designers
- Facilitated recruitment for youth programming
- Maintained and updated theatre website
- Created and maintained facility calendar and schedule

Adjudicator, Omaha Performing Arts, Omaha, NE

September 2014-Present

- Provided constructive written feedback to high school theatre directors
- Reported feedback in a timely manner while keeping within guidelines

Director of Education and Outreach, Dakota Players, Sioux Falls, SD

September 2012- August 2014

- Crafted supplemental educational programming for regular touring programs
- Facilitated staff recruitment and company training
- Developed new plays and worked with producing team to create the show package
- Designed and built costumes
- Worked closely with South Dakota Arts Council for project granting
- Wrote and maintained project budgets
- Co-created projects for Children's Care Hospital and School and NASA

Adjunct Instructor, University of Sioux Falls, Sioux Falls, SD

September 2013- May 2014

- Taught Stage Management
- Advised Students
- Directed winter production of *Doubt: A Parable*

Judge, South Dakota Regional One-Act and Oral Interpretation Competition

Fall 2012 - Fall 2014

- Judged regional one-act competition
- Provided professional critique and feedback
- Judged both One-Acts and individual Oral Interpretation

Long-Term Substitute Teacher, Punahou, Honolulu, HI

September 2011-May 2012

- Taught Acting for Musical Theatre
- Worked as consultant to the director
- Fostered in students a deeper understanding of movement
- Helped students develop skills in coordination and teamwork

Speak Out Facilitator, Operation Military Kids, Honolulu, HI

February 2010- May 2012

- Created nationally distributed curriculum for children from military families
- Utilized the arts as a medium for youth expression
- Integrated visual art, film and theatre in curriculum

Actor/Director, Children's Theatre Company of South Dakota, Vermillion, SD

Summer 2010 & 2011

- Directed and performed in a touring theatre production with up to 50 community children throughout multiple communities in South Dakota
- Maintained Costumes, Lights and Sets
- Created Expense reports

Teaching Artist, Allied Arts, Bellingham, WA

September 2008-July 2009

- Created and implemented an anti-bullying curriculum
- Program culminated in a public performance

Youth Voices Coordinator AmeriCorps, Power of Hope, Seattle and Bellingham, WA
September 2007-August 2008

- Created and implemented programming using a variety of artistic media (theatre, mural painting, hip hop, radio production, activism, creative writing)
- Coordinated several residential summer camps

AmeriCorps Volunteer, Cispus AmeriCorps, Randle, WA
September 2006-August 2007

- Managed and maintained theatre arts space
- Taught free theater classes for all age levels
- Maintained technical elements of theatre space
- Trained volunteers
- Stage managed a 4-show summer stock season

RELATED ACADEMIC EXPERIENCE

Master's Thesis Culminating Project

September 2011-May 2012

My thesis project was to create and implement a curriculum that incorporated visual art, community service, creative writing and drama. The curriculum was designed for rural communities that have limited access to the arts. I implemented the curriculum on the remote island of Molokai. The goal of this curriculum was to give students a deeper sense of community and a greater understanding of the arts.

ArtsBridge Scholarship

Spring 2011

As a part of the ArtsBridge program, I created and implemented a curriculum at Moanaloa High School on the island of Oahu, including teaching creative writing in an ESL classroom. The students created monologues about identity that were then performed by drama students at the University of Hawaii.

Director, *Terrididdle Tales*, University of Hawaii

Fall 2010

I directed a play with adult actors geared towards children ranging in age from preschool-2nd grade. Over 700 children attended the performance. As part of this production, I conducted post-show activities with one of the schools to help deepen their understanding of the play.

Intern, Central Touring Theatre, St. Paul, MN

Spring 2006

I assisted the Central Touring Theatre in the creation, performance and tour of a devised theatre project. Through a series of facilitated sessions, students created the performance out of their own experiences. The topics explored in the performance included issues of race, sexuality, bullying, drug and alcohol use, and family pressures.

Undergraduate Research Project on Indian Street Theatre

September 2003-June 2004

As part of my undergraduate research and thesis, I created and implemented a research project in Rajasthan, India studying how street theatre has been used as a method for social change from the Indian independence movement to present day. The resulting programming was designed for use in both rural villages and city centers.

Jen Luke

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PRODUCING CREDIT

Production	Company	Year
<i>Annie</i>	Encore Performing Arts Center	2022
<i>Willy Wonka</i>	Encore Performing Arts Center	2022
<i>Moana Jr.</i>	Encore Performing Arts Center	2021

DIRECTING CREDIT

Production	Company	Year
<i>Noises Off</i>	University of Sioux Falls	2017
<i>Pinocchio</i>	Augustana University	2017
<i>Santaland Diaries</i>	Haymarket Theatre	2016
<i>Peter/Wendy</i>	Lincoln Lutheran	2016
<i>Wizard of Oz</i>	Haymarket Theatre	2016
<i>Attack of the Zombies</i>	Haymarket Theatre	2016
<i>Three Musketeers</i>	Haymarket Theatre	2016
<i>Guys and Dolls</i>	Haymarket Theatre	2016
<i>Best in the West</i>	Haymarket Theatre	2016
<i>Cinderella</i>	Haymarket Theatre	2016
<i>The Pillowman</i>	Haymarket Theatre	2016
<i>The Time Machine</i>	Haymarket Theatre	2016
<i>The Snow Queen</i>	Haymarket Theatre	2015
<i>Urinetown</i>	Haymarket Theatre	2015
<i>Raven: Stories of Poe</i>	Haymarket Theatre	2015
<i>Fame, Jr.</i>	Haymarket Theatre	2015
<i>Stories Under the Big Top</i>	Haymarket Theatre	2015
<i>Fairy Tales of Grimm</i>	Haymarket Theatre	2015
<i>Anatomy of Grey</i>	Haymarket Theatre	2015
<i>How I Became a Pirate</i>	Haymarket Theatre	2015
<i>Brave New World</i>	Haymarket Theatre	2015
<i>The Neverending Story</i>	Haymarket Theatre	2015
<i>Almost, Maine</i>	Haymarket Theatre	2015
<i>The Best Christmas Pageant Ever</i>	Haymarket Theatre	2014
<i>The Odyssey</i>	Haymarket Theatre	2014
<i>Into the Woods</i>	Haymarket Theatre	2014
<i>Doubt: A Parable</i>	University of Sioux Falls	2014
<i>Robin Hood: Spirit of the Greene</i>	Vermillion Community Theatre	2013

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DIRECTING CREDIT (cont.)

Production	Company	Year
<i>The Hobbit</i>	Sioux Empire Community Theatre	2012
<i>X is for Zebra</i>	Dakota Players	2012
<i>Annie</i>	Vermillion Community Theatre	2012
<i>Terrididdle Tales</i>	University of Hawaii: Manoa	2010
<i>A Christmas Carol</i>	Fire Mountain Arts Council	2006

NOTABLE ACTING CREDIT

Production	Role	Company	Year
<i>Grease</i>	Miss Lynch	Black Hills Playhouse	2017
<i>Ascent</i>	Empress	Flutter Productions	2014
<i>Oceans Motion</i>	Bubbles*	University of Hawaii: Manoa	2012
<i>Avenue Q</i>	Lucy*	Manoa Valley Theatre	2011
<i>Madge's Shimmy Shack</i>	Madge*	University of Hawaii: Manoa	2010
<i>The Laramie Project</i>	Various	Whatcom Community College	2009
<i>The Diviners</i>	Luella	Bellingham Actors Guild	2008
<i>Hamlet</i>	Ophelia	iDiOM	2008
<i>Fame</i>	Carmen	Lewis and Clark Playhouse	2001

**Indicates role as a puppeteer*

REFERENCES

Matthew Sitz: *Director of Audience Services, Court Theatre*
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Linda Anderson: *Executive Director, Black Hills Playhouse*
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Joe Obermueller: *Vice President for Academic Affairs, University of Sioux Falls*
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