

# SARA LEONE

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## TEACHING EXPERIENCE

### **PREMIERE STAGES** *Summer 2019*

- Created and taught a curriculum for Camp Premiere: Theatremakers focused on the basics of performance, playwriting, storytelling, and improvisation. This camp culminated in a final performance.
- Oversaw the growth of two teaching assistants. Mentored them through the curriculum planning process and day to day lessons.

### **ENVISION THEATRE** *Spring 2018-Present*

- *Current:* Teaching a 10 week Stage Make-up Residency for Elementary Ages, a 10 week Broadway Musical Theatre class for 7-10 year olds, and a 10 Week Acting class for middle and high schoolers.
- Created and taught a 10 week Broadway Musical Theatre class for 7 & 8 year olds through Envision Theatre.
- Created and taught a workshop on clowning and the fool characters for high school students.
- Created and taught a workshop for high school students on Physicalities, Archetypes, and Stock Characters.

### **KEAN UNIVERSITY** *Summer 2017-2019*

- Created and lead a Devised Theatre workshop with the incoming theatre majors that focused on getting to know each other. The culmination of this workshop is a small piece that introduces the new majors to the entire Theatre Conservatory.

### **NEW YORK UNIVERSITY** *Fall 2018-Spring 2019*

- Created a college level Intro to Devising curriculum
- Directed a 10 minute scene with the NYU Youth Ensemble
- Taught a high school theatre workshop while in Yauco, Puerto Rico
- Mentored middle schoolers of the Institute for Collaborative Education on their devised piece *Stuyvesant Square Park: A Journey Through Time and Space*.

### **INTERNATIONAL THESPIAN SOCIETY- NJ & NY 2018 & 2019**

- Judged and provided constructive feedback for students competing in various areas of competition.
- Created and taught a workshop on devised theatre for high school students.

## PROFESSIONAL & RELATED EXPERIENCE

### **PREMIERE STAGES** *June-July 2019*

*Summer Education Coordinator & Camp Director*

- Managed and created the weekly intern schedule.

I am a driven, productive, and positive worker. I enjoy working as a team to figure out a problem, and always working to approach projects from new angles, with an artistic eye. I am a confident public speaker, and fluent in many computer programs and social media platforms.

## THEATRE TRAINING & SPECIAL SKILLS

- Devised Theatre
- Physical Theatre
- Directing
- Mask Work
- Costume Design
- Shakespeare
- Other period styles (Greek, Restoration)
- Stage Combat (Unarmed and Single Sword)
- Musical Theatre
- Puppetry
- Improvisation

## SPECIAL SKILLS

- **Computer Programs:** Google Doc, Sheets, Forms, Microsoft Word, PowerPoint, Publisher, Excel, Pages, Numbers, Keynote, Google Docs, iMovie, FileMaker Pro, Liblib.
- **Social Media Promotion:** Able to use various social media applications to promote events and participate in social media trends in a professional and humorous manner.

- Organized and hired speakers for weekly Intern Seminars.
- Managed enrollment of Camp Premiere.
- Coordinated an Intern Field trip to see a Broadway show.
- Lead weekly check in meetings with Premiere Interns.
- Oversaw the day-to-day tasks of the Education Intern.

**KEAN UNIVERSITY THEATRE CONSERVATORY**

*Jan. 2011-Present Administrative Assistant/Academic Specialist*

- Manages and helps to hire student workers and oversees their training, scheduling, day-to-day assignments, and ability to manage projects and events on their own.
- Manages day-to-day office tasks which includes organizing files, scheduling, processing purchase orders, and problem solving for students, faculty, and staff.
- Coordinates volunteers for Auditions, Open Houses and other Kean Theatre events and manages any training necessary.
- Advised on theatre major admittance and course selection.
- Traveled and represented the Theatre Conservatory, The College of Liberal Arts, and Kean University at various college fairs and theatre festivals.
- Created and manages social media accounts for the Kean Theatre Conservatory.
- Created marketing material for the Kean Theatre Conservatory program.
- Created a highlight video reel of Kean Theatre's recent performances to be used at Open Houses and similar events.
- Developed and manages the Conservatory quarterly Newsletter
- Directed Peer Theatre for New Student Orientation 2016 & 2017
- Created and directed a three day devising workshop for incoming theatre students

**NEW YORK UNIVERSITY Summer 2018-Spring 2019**

*Costume Designer/Assistant Costume Designer*

- Worked to create and buy costumes for two casts of 15 to 20 people within a given budget, and stayed under budget for both productions.

**EDUCATION**

**NEW YORK UNIVERSITY**

*Master of Arts in Educational Theatre for Colleges and Communities, 2019*

**KEAN UNIVERSITY**

*Bachelor of Fine Arts in Theatre Performance, 2014*

**HONORS & AWARDS**

- Recipient of the 21st Century Scholarship Award and the Nancy and Lowell Swortzell Scholarship
- Lenore Vaughn-Eames Award- for 3+ years of outstanding service to the Kean Theatre Conservatory
- Outstanding Ambassador Award 2014 -Kean Theatre Department
- Alpha Psi Omega and Lambda Alpha Sigma member 2012
- Kean University Deans List 2010-Graduation
- Herff Jones Gettysburg Yearbook Camp Experience: "I want you on my staff!" Award 2009

**Performance/ Creative Resume Available Upon Request!**