

Michele Travis

Director, Producer, Dramaturg

917.676.5270

michelet07@gmail.com

micheletravis.com

Directing

***reading**

T(wo) Train: to be in transit(ion) by Tanya Everett	The Amoralists	2017
How To Sell Your Gang Rape Baby**for parts by Libby Emmons	Frigid Fest/Kraime	2017
Savings by Gina Femia*	New Georges/Ramapo College	2017
Moon Falls to Earth by Gina Femia	7x7/The Tank	2017
Breathe in Some of That by Cecilia Copeland*	Project Y/WIT Festival	2017
Jump, Truth Or Dare by Gina Femia*	Love Drunk X	2017
T(wo) Train: to be in transit(ion) by Tanya Everett*	Less Than Rent Theatre	2017
Shadow Walkers by Shaun Bennett Fauntleroy*	Judson Arts Magic Time	2016
To Heather by Gina Femia	Sticky Series	2016
King Bart by Maggie Bofill	Sticky Series	2016
Her Ordinary On A Tuesday by Amina Henry	Sticky Series	2016
First Date by Anthony Noack	Sticky Series	2016
Candy by Libby Emmons	Sticky Series	2016
Immaculate Reception by A. Ayala, A. Greene, M. Travis	Sticky Series	2016
The Violet Sisters by Gina Femia*	NYM MadLab/IRT Theater	2015
Annie and the Fat Man by Gina Femia*	The Room	2015
Gingerbread by Anthony Noack*	ART/NY	2015
Where We Ended Up by Judith Leora	Sticky Series	2015
Not Again by Cecilia Copeland	Sticky Series	2015
Dolor by Hal Corley	Sticky Series	2015
Quiet Bar by Brooke Berman	Sticky Series	2015
Apple Martini by Anthony Noack	Sticky Series	2015
Brandenberg Gate by Libby Emmons	Sticky Series	2015
Yasmina's Necklace by Rohina Malik*	Voyage Theater Company	2014
Unrequited Pop by Cory Hinkle	The Orphanage/CSV Center	2003
Surviving Fad by Seth Kramer	Swim Shorts	2002
Last Child by Rebecca Sharp	HERE	2002
Bucket of Moon by Seth Kramer	Vital Theatre	2002
Sex and Cigarettes by Cory Hinkle	Vital Theatre	2002
Past Lives by Jenny Lyn Bader	Vital Theatre	2001
February 14 th by Seth Kramer	Vital Theatre	2001

Production & Administration

NEW YORK MADNESS, New York, NY

Producing Associate, May 2014-September 2016, Head of Directors' Company, September 2016-Present

- Recruit directors for Madness shows, match them with playwrights.
- Wrote successful 2017 application to ART/NY for Nancy Quinn Fund – NYM's first institutional funding.

STICKY SERIES/BLUE BOX WORLD, New York NY

Co-Producer and Director for Sticky Series at Lovecraft Bar NYC, 2016

Co-Producer and Director for Sticky Series at Beauty Bar Brooklyn, 2015

VOYAGE THEATER COMPANY, New York, NY

Associate Managing Director, March-November 2014

- Coordinated marketing and social media. Increased audience contact by 50% in one month.
- Wrote successful grant application to Lower Manhattan Cultural Council for "Parts Unknown" reading series.

THE SHUBERT FOUNDATION, New York, NY

Administrative Associate, 2004-2006, Program Associate, 2006-2014

- Processed 600+ grant applications: streamlined annual process of data entry and filing.
- Reviewed application materials, researched applicants, contributed findings to funding recommendation report.
- Counseled prospective applicants and provided application support, significantly reducing applicant errors.
- Obtained artwork permissions and coordinated production of annual grant report with graphic designer.
- Managed three-person calendar of site visits and meetings with applicants, prepared meeting notes for files.
- Maintained database (Filemaker Pro) and updated Foundation website.
- Implemented electronic archive (eCopy Sharescan), fully digitizing over 30 years of historical files.
- Drafted correspondence, prepared expense reports, and made travel arrangements.

MUSIC-THEATRE GROUP, New York, NY

Production Coordinator, 2003

- Managed facility and artist arrangements for developmental performance workshops: proctoring auditions, hiring stage management and technicians, scheduling rehearsals, tracking artist visa applications, booking space and equipment.
- Facilitated two-show summer residency on college campus as onsite company liaison: trained and supervised student technical and house staff, reconciled cash and credit card box office sales.
- Took over FileMaker Pro database maintenance previously outsourced to an independent contractor.

LITERARY EXPERIENCE

Public Theatre, Script Reader	2005-2016
Shubert Organization, Script Reader	2004-2006
Vital Theatre New Works Festival, Script Reader and Director	2001-2003
Cold (ensemble devised work), Dramaturg, Present Tense Theatre Project	2001-2006
Lark Play Development Center, Script Reader	1999-2001
Walking Off The Roof by Anthony Clarvoe, Dramaturg, Signature Theatre Company	1999

BROADWAY PLAY PUBLISHING INC., New York, NY

Assistant to the Publisher, 1999-2002

- Stock and amateur licensing agent for catalog of over 300 contemporary American plays.
- Assisted with book and performance royalty payments, processed and shipped book orders.
- Drafted all direct mail correspondence and implemented regular email marketing, increasing customer contact by 30%.
- Maintained online catalog, as well as database of over 24,000 customers.
- Provided office management, including accounts payable and receivable (QuickBooks).

EDUCATION

BROOKLYN COLLEGE, CUNY, Brooklyn, NY

Master of Fine Arts, Directing

SYRACUSE UNIVERSITY, Syracuse, NY

Bachelor of Fine Arts, Drama