

JANAE BEAVER

Development and Creative Producing

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DEVELOPMENT & CREATIVE PRODUCING EXPERIENCE

Assistant Community Producer | New York City Center & Encores! 2023-present

- Coordinated communications between New York City Center, residency schools, and team members for the 2023 production of *Oliver!*

Creative Management Associate | One Nation One Project 2022-present

- Alongside Adrian Alea, produced the large-scale marketing, and narrative networking for a national arts and wellness initiative led by Lear DeBessonet and Clyde Valentin
- Collaborated with the artistic directors and designers to create a cohesive and effective public presence

Assistant Producer | Nathan Love Animation 2022-present

- Managed timelines for 2D and 3D animated projects and communicated with clients throughout the animation process while bringing feedback to the animation team
- Collaborated with the production team to create project plans, budgets, and bids for new projects

Executive Assistant | Cisco and Co. Productions 2022-present

- Provided script coverage and pitch notes on projects in development for Stardust Films by Common LLC

Project Manager, “Springboard to Design” | American Theatre Wing & Design Action 2021-present

- Developed a curriculum and schedule for the program, confirmed guest lecturers, and disseminated communication to students and guests

Assistant Producer | Lorraine Hansberry Initiative New York Premiere 2022

- Assisted in the management of the Lorraine Hansberry Initiative, a national tour of art and events celebrating Hansberry: tracked potential locations, communicated with host organizations, supported during on-site events, conducted site visits

Producer | American Theatre Wing: Design Workshop 2022

- Communicated timeline and coordinated guests, students, filming, and venue for the design workshop

Executive Assistant to Director/Producer Shariffa Ali 2022

- Developed pitch decks and completed script coverage for upcoming projects including films and plays
- Provided supportive feedback and notes to producers and directors throughout development
- Managed and produced projects in process such as a Princeton University sponsored residency in Africa, ATOMU virtual reality gallery, and new works playwrighting festivals at The New Group

Producing Assistant, Adrian Alea Productions, LLC 2020-2022

Production Coordinator, “The Palacios Sisters” | Brava Theater Center, San Francisco, CA 2021

Producing Assistant, “ASH LAND” | Oregon Shakespeare Festival 2020-2021

Producing Assistant, “Annie Live!” | NBC 2021

Please see [LinkedIn](#) for additional theatre management experience.

EDUCATION

Fordham University, New York, NY

Bachelor of Arts | Design & Production for Theatre

SKILLS: Google Suite, Vectorworks, Microsoft Office, Canva, Squarespace, Adobe Premiere Pro, QLab, AirTable, Photoshop, Final Draft, Extreme Reach

WORK STYLE: Collaborative, Positive, Cross-cultural Fluency, Accountable, Flexible, and Decisive

References available upon request.