



New York, NY 10019
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SPECIAL SKILLS

- Visual communications
- Content Development
- Project Management
- Corporate identity branding
- Team management
- Problem resolution
- Budgeting and financial reporting
- Advertising and promotion
- Staff hiring and management
- Schedule Management
- Project design

MARK HARBORTH

PROFESSIONAL SUMMARY

Motivating and inspirational theatre professional with 30+ years of experience leading craftspeople in visual communication. Proven strengths in teaching and coaching artists to develop original style and passions. Decisive leader with expertise in marketing and community outreach.

WORK HISTORY

Theater Operations Manager, 07/2005 to Present 92nd Street Y, New York, NY

- Assisted in refining procedures, defining best practices and correcting reported audit issues.
- Oversaw financial management activities, including budget management, accounting and union payroll.
- Aided senior leadership during executive decision-making process by generating daily reports to recommend corrective actions and improvements.
- Strengthened operational efficiencies by developing organizational filing systems for invoices, customer orders and contract records.
- Maintain production calendar for all event spaces

Producing Artistic Director, 08/2013 to 06/2018 Gallery Players, New York, NY

- Prepared annual budgets and grant applications to generate multiple income sources for organization.
- Managed strategic business planning and day-to-day operations to optimize organization's financial position.
- Organized performance schedules and designated each performance's theme, visual elements and guest artists.
- Overhauled \$100,000+ budget and established new reports.
- Drove business growth and community visibility through implementation of targeted marketing and sales strategies.
- Fostered productive, professional working relationships with fellow craftspeople, vendors and media representatives.
- Hired performers, directors and support personnel in preparation for organization's season productions.
- Created long- and short-range plans and developed targeted goals and objectives to support those endeavors.
- Produced 7 mainstage productions per season.
- Directed 1-3 productions each season.
- Producer and Editor for season announcement videos, archival videos and end of season retrospectives.

Freelance Stage Director and Stage Manager, 1996 - Present New York

Professional, union-affiliated Stage Director and Equity Stage Manager for Regional, Off Broadway, and Off Off Broadway companies.

EDUCATION

Bachelor of Arts: Theatre Arts , Trinity University - San Antonio, TX

AFFILIATIONS

Member of the Stage Directors and Choreographers Society and Actors' Equity Association