

Stacy Hennon Stone

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<https://twinstalktheatre.podbean.com>

PROFILE

Self-motivated and highly efficient individual who is result oriented and determined. Excellent in a fast pace environment. Works well independently as well as in a team. Can see the larger picture and work towards it while still paying attention to smaller details. Always open to new ideas and ways to do things.

SKILLS

- MS Word, Excel, Outlook, PowerPoint, QuickBooks, SketchUp, AutoCAD, VectorWorks and all Internet browsers.
- Task management, leadership, effective communication and delegation.
- Accounts payable/receivable, expense reports and budgeting
- Set design, construction, theatrical lighting, scenic painting, props construction and basic sewing

PROFESSIONAL EXPERIENCE

Assistant Technical Director, Production Manager (September 2008-March 2018)

Palos Verdes Performing Arts, Rolling Hills Estates, CA

- Hired and scheduled up to 30 crew members for shows, events and maintenance.
- Researched and ordered material and replacement parts for shows and facilities.
- Maintain three buildings (painting, janitorial, phone system, etc.)
- Assisted in creating and maintaining budgets for shows and maintenance projects.
- Set up and manage 16 work stations including computers and phone systems.
- Created and manage a program for employee recognition and team development.
- Manage subcontractors on building maintenance and improvement projects.

Operations Manager and Props Master (2009 – 2015)

Long Beach Opera, Long Beach, CA

- Research and schedule venues for upcoming shows
- Collect and organize receipts for end of show audits
- Assist in organizing and running show load ins and strike

Board Member/ Technical Director (2009 – 2011)

El Segundo Broadway in the Park, El Segundo, CA

- Collaborated and helped create the new 501(c)3
- Recruit fellow board members, creative team and volunteers
- Work with Director/Producer to design sets, lights, sounds and props for summer shows
- Arrange load in and strike of all elements into a baseball field
- Help organize and work on auditions, marketing plans, fundraisers and smaller donor event

Personal/Executive Assistant (January 2008 – July 2008)

Sheila Kelley/Sheila Kelley's S Factor, Los Angeles, CA

- Managed company's client and staff recognition program.
- Developed company-wide contact management system.
- Coordinated corporate & personal calendars for the executive office.
- Provided administrative support for seven U.S. locations with 200+ employees.
- Interviewed, hired, and supervised personal household staff.
- Detailed travel arrangement, continental and international.

General Manager (May 2006 - November 2007)

Redlands Civic Light Opera, Redlands, CA

- Collaborated and helped create the new 501(c)3.
- Facilitated Broadway-style musical productions in San Bernardino County.
- Managed over 50+ employees as a Production Manager.
- Created and maintained Subscriber Database, managing 3000+ patron accounts.
- Maintained corporate accounts, payroll and cash flow.
- Designed and executed operational plans and procedures for the company.
- Managed IT system

EDUCATION

University of Redlands (2006), B.A. in Technical Theatre, minor in Business Administration.

The Center of Nonprofit Management (2016): Certificates of Completion for Interpreting Financial Statements, Financial Management for Small Business, Work Place and Personal Skills and Comprehensive Management.

REFERENCES

Greg Forbess
Director of Operations
Palos Verdes Performing Arts
310-544-0403 ext 228
GregF@PVperformingarts.com

Jeff Cason
Executive Director
Sound Stage Live
310-529-4911
jeff.cason@gmail.com

Sean Gray
Artistic Director
Long Beach Playhouse
714-270-4255
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