

# Brinnameade Smith

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## HIGHLIGHT OF QUALIFICATIONS

- creative thinker with excellent communications and organizational skills and ability to multitask
- strong team player who also works well independently
- six years of experience in performance and production (stage and film), event management, marketing, fundraising, book production and publication
- training in first aid, CPR, child development, events coordination; passed security clearance and vulnerable sector search in 2015
- Tech skills – MS Office, MS Excel, PowerPoint, familiar with Windows, Mac, Linux, film production
- awarded University of Alberta's Drama Department Citadel Theatre Award in 2015 for excellence in drama, based on GPA and leadership skills

## EDUCATION

**Bachelor of Arts, double major in Drama and Film Studies, University of Alberta, 2015** (graduating December 2015); spent Winter 2014 semester at University of Alberta School in Cortona, Italy

**Graduate, Grade 12 Advanced Program**, Bedford Road Collegiate Institute, Saskatoon, June 2011

**Actor in auditioned Theatre Performance Intensive**, Stratford Shakespeare Festival, July 2010

**Graduate of Media School**, an auditioned, five-month filmmaking program in grade 11; completed, Saskatoon, 2010

Set Safety and Protocol Course, Saskatchewan Motion Picture Industry Association, Saskatoon, 2010

## RELEVANT SKILLS

### ***Directing and Stage Management***

- As theatre director, coordinated with playwright, dramaturge, assistant director, stage manager, and production designer to rehearse, stage, design, and perform a play; organized and held actor auditions and cast production; ran regular rehearsals and actor workshops; attended tech week performances and provided detailed notes for cast and production crew for several productions
- As film director, coordinated with producer, writer, camera operator, sound and lighting technicians, art department, actors and editors; worked closely with editors in post-production to select best takes and combine all elements into finished film
- As actor, narrated and interviewed people for YouTube video channel on child development ([www.youtube.com/kidskanadmin](http://www.youtube.com/kidskanadmin))
- As stage manager, worked closely with the director to coordinate, organize production crew; kept rehearsal logs, tracked blocking, light cues, sound cues, costumes, and props; timed and called the show during rehearsals and public performances for several productions
- As production manager for video game, coordinated weekly team meetings; handled any conflicts between team members; managed production schedule, ensuring tasks delegated, completed on schedule; liaised with Professor teaching course and submitted materials on behalf of the team

- As dramaturg, identified themes and areas of research within the play, researched each topic and provided regularly updated information to the cast and crew prior to and during rehearsals; prepared cast and crew members for and facilitated a talk back session during show run; prepared handover document for next year's team; participated in post mortem with that team
- As set designer, built model box, built and dressed set, all in coordination with director and production crew for several productions
- As front-of-house manager for theatre festival, coordinated with stage managers to ensure performances ran on time; provided accurate house counts; resolved issues with ticketing ; supervised ushers and other volunteers during performances; communicated with artistic producer to problem solve, make adjustments on site

### ***Marketing and Administration***

- Assisted with fundraising, donor relations and stewardship in university college: updating stewardship reports for student awards; wrote thank you letters for Dean's signature; organized updating of Alumni Donor Wall; represented College at Alumni Reunion
- Recruited, trained and supervised volunteer contingent of 60 for summer theatre festival; maintained volunteer database; organized volunteer appreciation events; prepared final report
- Prepared newsletters and marketing materials for children's and YA fiction books
- Assisted with book marketing events; participated in readings and workshops
- Coordinated events and fundraisers for campus book and events club ranging from 10-50 participants

### ***Arts Programming***

- As arts camp counsellor, planned and organized visual and performing arts activities for week long summer camps for 9-12 year olds; responsible for leading safe, developmentally appropriate activities in which all children could participate, enjoy, and learn
- Encouraged children to demonstrate friendship, honesty, social inclusion and other core camp values; awarded value beads daily and wrote letters weekly valuing children's contributions to camp

### **WORK EXPERIENCE (PAID AND VOLUNTEER)**

Visual and Performing Arts Specialty Day Camp Counsellor (9-12 year olds), YMCA of Northern Alberta, Edmonton, Summer 2015

Director, *The Princess and the Sandman*. University of Alberta New Works Festival November 2014-February 2015

Co-Set Designer, actor, *Killing Game*. University of Alberta Drama 457, Winter 2015

Co-Set Designer, *Orestes 2.0*, University of Alberta ABBEDAM Productions, June-November 2014

Front of House Manager and Volunteer Coordinator, Shakespeare on the Saskatchewan, Saskatoon, Summer 2014

Fundraising and Donor Relations Assistant, College of Medicine/Advancement, University of Saskatchewan, Saskatoon, Summer 2013

Member, Young Theatre Production Company, Citadel Theatre, Edmonton, 2012-2013

Member, 2013 Youth Advisory, Catalyst Theatre, Edmonton, 2013

Stage Manager, *Afloat* by Pamela Berekof, University of Alberta New Works Festival, Winter 2013

Co-dramaturg, *Angels in America, Part 1: Millennium Approaches* by Tony Kushner, University of Alberta ABBEDAM Productions, July-November 2013

Production Manager, re:New video game by Lumina Studios (team put together for University of Alberta Computer Science: Computers and Games interdisciplinary class [CPMUT 250]), Fall 2013

Marketing Assistant, Indie Ink Publishing Ltd., Saskatoon 2011-2012 (full time summer 2012)

Stage Manager, *Waking*, Kinsmen Young Company, Persephone Theatre, Saskatoon, May 2011

Narrator and Interviewer for YouTube video series, the University of Saskatchewan, 2010-2012

Events Coordinator (executive position), The Last Alliance University of Alberta Tolkien Society (book and event club focused on Tolkien's works), 2011-2015  
Writer, actor, director in 20 short films, 2008-present  
Server/Hostess, The Upstairs Fondue Restaurant, Saskatoon, 2008-2012