

ZOË PARRISH

DIRECTOR/ASSISTANT

CONTACT

☎ 806-683-9888

✉ ZOEPARRISH@ICLOUD.COM

📍 NEW YORK, NY

SKILLS

- Graphic Design
- Spreadsheet Management
- Video Editing
- Time Management
- Strategic Planning/Organization
- Fast Learner
- Adaptable
- Communicative
- Multi-tasking
- Detail-Oriented
- Painter/Lettering

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- Google Spreadsheets
 - Google Docs
 - Canva
 - MailChimp
 - Project Broadcast
 - Trello
 - Dropbox
 - Excel
 - Teamzy
 - Google Drive
 - Boards
 - Procreate

RESUME SUMMARY

Dedicated and task-driven individual experienced in theatre environments such as directing, assistant directing, stage managing, production assistance, and tech team. Additionally, a highly experienced personal assistant with 5+ years of experience, including social media management, graphic design, excellent communication, and organization skills.

THEATRE ASSISTANT & DIRECTOR

2018-Present

- Directed, assisted, and stage managed multiple productions and intensives, creating schedules, organizing conflicts and contact information
- Quickly adapted to necessary changes and ensured efficiency throughout rehearsals and backstage coordination
- Recorded everyone's individual track, including all backstage hand responsibilities
- Collaborated with directors to produce creative ideas and solutions throughout rehearsal processes
- Operated spotlights, led/participated on running crew, and called a production
- Painted sets (broad and detailed)

PERSONAL ASSISTANT/SOCIAL MEDIA MANAGER

2019-Present

- Managed social media accounts daily, working to build algorithms with regular posting and interacting with followers
- Curated and scheduled engaging, high-quality posts across multiple channels, ensuring brand consistency and timely content delivery.
- Consistently communicated with current and prospective customers, providing helpful information and updates
- Created and managed numerous spreadsheets to organize data, keep contacts up to date, and develop custom reports

HEAD OF FACILITIES

2024-Present at Institute for American Musical Theatre

- Responsible for overseeing the management and maintenance of the organization's physical environment
- Ensured that all facilities are safe, efficient, and conducive to productivity.
- Contacted maintenance

REFERENCES

Available upon request!