

# Payten Romig

**Theatre and Hospitality Professional**

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## Work Experience (Partial List)

### Front of House Team + Assistant Office Manager

**October 2024 - Present**

Cooper's Hawk: Winery & Restaurant

Columbus, Ohio

- **Host:** Utilized OpenTable to manage reservations and server rotation + Greeted over 300 guests nightly with a welcoming attitude
- **Tasting Room Attendant:** Provided wine education experiences through conversations with guests + Practiced efficient multitasking during peak hours
- **AOM:** Managed cash handling and reporting following high-volume days + Helped the management team with invoices and inventory

### Director of Development

**January 2026 - Present**

All The World's A Stage

Shelby Township, Michigan (HYBRID)

- Implemented donor retention strategies and doubled the number of donors from 2024 to 2025
- Collaborated with the Executive Director and the Board of Directors on financial goals
- Developed a corporate sponsorship program and streamlined advertiser to sponsor conversions

### Associate Director of Arts Management

**October 2024 - December 2025**

All The World's A Stage

Shelby Township, Michigan (HYBRID)

- Raised \$10,000 in one month while managing the organization's first giving campaign
- Curated stories and planned interviews for monthly newsletters sent via Zeffy
- Supported digital maintenance tasks, including website updates and database management

### Theatre Operation Manager

**December 2023 - October 2024**

Weathervane Playhouse

Newark, Ohio

- Facilitated box office and concession sales for audiences of over 300 patrons
- Coordinated email communication between management and patrons through Constant Contact
- Applied audience survey feedback into daily operations to ensure a higher quality of experiences

### Arts Administration Assistant

**May 2023 - August 2023**

Weathervane Playhouse

Newark, Ohio

- Created nearly 200 different social media materials for different seasonal campaigns
- Coordinated day-of operations for two of the Playhouse's largest fundraising events
- Assisted the Executive Director with various financial and maintenance tasks

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## Education

**Ball State University, College of Fine Arts: Department of Theatre and Dance - Muncie, Indiana**

**Bachelor's of Science**, Theatre: Production Directing (Summa Cum Laude Graduate)

- **Minors:** Management and Organizational Communications, New Works for the Stage, and Women's and Gender Studies
- **Awards:** Student Engagement and Philanthropy Award, Outstanding Greek Leader, Outstanding Panhellenic New Member, Edward S. Strother Scholarship, and Martha De Laurentiis Scholarship

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## Skills

Theatrical Directing (*resumé available*), OpenTable Operation, Phone Communication, Zeffy Management, Email Outreach, MICROS POS, Cash and Card Handling, Canva Content Creation, Newsletter/Press Release Copywriting, Tix and Salesforce/PatronManager Operation, Slate Management, QuickBooks Accounting, Microsoft Office and Google Workspace, Donor Relations, Event Planning, Public Speaking, Flexibility, Collaboration, Valid Passport, Valid Driver's License with a Personal Vehicle