

Payten Romig

**Arts Administrator
and Theatre Director**

paytenromig.com



paytenromig@gmail.com

Work Experience (Partial List)

Associate Director of Arts Management

October 2024 - Present

All The World's A Stage

Shelby Township, Michigan

- Managed the organization's first giving campaign and raised \$10,000 in one month
- 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 hundred 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

Box Office Attendant and House Manager

August 2021 - May 2024

Ball State University: College of Fine Arts

Muncie, Indiana

- Monitored over 50 at-the-door cash and credit card transactions per event
- Advised practicum students and customers with phone and box office ticket purchases via Tix
- Completed nightly event reports that summarized both staff and audience 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

Arts Administration and Public Relations Intern

May 2022 - August 2022

Kentucky Shakespeare

Louisville, Kentucky

- Examined audience and donor analytics for roughly 650 patrons on Salesforce
- Organized donor and sponsorship events throughout the season alongside the Office Manager
- Distributed promotional materials for the season both digitally and physically across the Louisville area

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)

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

Skills

Theatrical Directing (*resumé available*), Zeffy Operation, Constant Contact Copywriting, Tix and Salesforce/PatronManager Operation, Slate Management, QuickBooks Accounting, Microsoft Office and Google Workspace, Donor Relations, Event Planning, Public Speaking, Collaboration, Valid Passport, Valid Driver's License with a Personal Vehicle