

# Payten Romig

**Arts Administrator  
and Theatre Director**

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## Work Experience (Partial List)

### Director of Development

**January 2026 - Present**

*All The World's A Stage*

Shelby Township, Michigan

- Collaborated with the Executive Director and the Board of Directors on financial goals
- Implemented donor retention strategies and doubled the number of donors from 2024 to 2025
- Created 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

- 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

### 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

### 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

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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)

- 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

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## 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