Stephanie Kingsbury

201 Vail Street #1A • Hackettstown, NJ 07840 • 908-246-0416 • Stephanie.L.Kingsbury@gmail.com

PROFILE

Theatre administration and management professional

PROFESSIONAL EXPERIENCE

THE GROWING STAGE: THE CHILDREN'S THEATRE OF NEW JERSEY, Netcong, NJ, Sept 2019 – Present
Managing Director

- Oversees operations including Box Office/ticket sales, payroll, accounts payable, accounts receivable, insurance, licensing, contracts, human resources, bookkeeping, budgeting, and inventory.
- Works all events, manages staff and volunteers, oversees cash-handling.
- Works closely with Executive Director for grant writing and management, strategic planning, and operations.
- Provides financial updates to Board of Trustees at bimonthly meetings and other scheduled Finance Committee meetings.

PIONEER CENTER FOR THE PERFORMING ARTS, Reno, NV, May 2014 – August 2019
Events Director, December 2016 – August 2019

- Create and process all paperwork for events including rental estimates and contracts. Ensure contracts, insurance, invoices, and show information is turned in on time. Build shows in the ticketing system. Communicate closely with all staff on event details. Responsible for all advance preparation for shows including staff scheduling, marquee changes, lobby setup, signage, merchandise sales, receptions, meet and greets, security scheduling, etc. Oversee front of house for all events. Complete show settlements with the controller and Executive Director after every event. Responsible for any crucial decisions in the absence of the Executive Director. Direct supervisor to Box Office Manager, House Manager, and Theater Administrator. Other special tasks as assigned such as ADA compliance, security research, budget assistance, and new ticketing system implementation.
- Prior to hiring of new staff members, also served as volunteer manager for 250 volunteer ushers and office manager of the administrative office.

Box Office Manager, May 2014 – December 2016

- Responsible for all day to day Box Office duties including selling tickets, communicating with patrons via phone and email, and processing tickets to be mailed. Supervised staff of 6 part-time Box Office Representatives. Built shows in the ticketing system and oversaw and assisted with Broadway season ticket processing. Worked all events to oversee Box Office proceedings and handled any ticketing issues and patrons complaints.

ATLANTIS CASINO RESORT SPA, Reno, NV, January 2013 – April 2013
Concierge Lounge Supervisor

- Hosted VIP guests, managed food and liquor inventory for the lounge and hotel mini-bars, supervised staff to ensure high quality experience, responsible for bartending and scheduling.

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PROFESSIONAL EXPERIENCE (Continued)

BORGATA HOTEL CASINO & SPA, Atlantic City, NJ, June 2009 – December 2011
Box Office Supervisor, August 2010 – December 2011

- Supervised Box Office and Usher staff of 60, oversaw daily Box Office operations, solved customer quandaries, house managed showrooms, created tickets and events, responsible for scheduling and payroll.

Box Office Representative, April 2010 – August 2010

- Sold tickets for concerts and comedy acts in person, assigned VIP seating, distributed complimentary tickets to qualifying customers.

Customer Care Representative, June 2009 – April 2010

STOCKTON PERFORMING ARTS CENTER, Galloway, NJ, September 2005 – May 2009
Box Office Associate

- Sold tickets to the general public and students over the phone and in person, performed usher duties at performances.

Marketing and Administrative Assistant

- Created and maintained mailing lists, prepared mailings, obtained marketing information and materials for performances, assisted with publicity of events, maintained social networking pages.

EDUCATION

Stockton University, Galloway, NJ, 2005-2008

- B.A., Studies in the Arts, Concentration Theatre Management – Magna Cum Laude

PROFESSIONAL DEVELOPMENT

LEAD Morris – Leadership Education and Development Program of the Morris County Chamber of Commerce, Class of 2025

ACCOLADES

New Jersey Theatre Alliance Award of Excellence April 2023

- Presented for going above and beyond in support of theatre during the pandemic

Rotary Club of the Skylands Distinguished Service Citation October 2023

Rotary Club of the Skylands Rotarian of the Year 2024-2025

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VOLUNTEER

Rotary Club of the Skylands, Treasurer June 2021-Present

EDGE New Jersey

- Front Desk and Special Events November 2024 – Present
- Stage Manager, Mainstage at Morris County Pride 2025 & 2026

Refugee Assistance Morris Partners (RAMP) November 2024 – December 2025

- Financial Advisor for Family 12 from El Salvador February 2025 – December 2025

Point of Pride, Community Grantmaking Fellow February 2025 – Present