

KELLY WUZZARDO

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WORK HISTORY

Shubert Theater/CAPA

2003-Present

New Haven, CT

Operations Manager/Director of Operations (2003-2012)

Responsible for venue during events and performances, running and securing the building; submitted weekly IATSE and staff payroll; filed monthly IATSE shift reports, concession inventory, petty cash receipts; hired/scheduled/supervised staff of over 60 including ushers, hospitality, and security; supervised volunteer staff of 300; ordered all concession, hospitality, and operational supplies and inventory; settled concession cash and filed weekly sales reports; settled merchandise with show vendors; booked vehicles, handled artist and VIP hospitality, and managed vendors for city-sponsored concert series; created and managed internship program with local arts high school.

Director of Education (2012-Present)

Oversee contract with the board of education to manage Co-Op High School arts spaces and student tech training; provide narrative and reports for education and operational grants; create and manage all K-12 education programs (including Girl Scout Patch, Shubert Summer Theater & Arts Camp, Stetson Library programs, in school programs, yearly open house event, student and community ticketing programs); manages department and camp budgets; hire staff and complete payroll; research and book student matinees and virtual shows; attend community events as a Shubert representative.

Yale University School of Drama

2002-2003

New Haven, CT

Electrician

Hired electrician for Yale Drama productions; hung, cabled, and focused lights; rigging; supervised and mentored drama students fulfilling their technical theater requirements.

Cleveland Play House

1998-2002

Cleveland, OH

Production Stage Manager

Responsible for the stage management of children's programming by professional acting company; co-FOH manager; scheduled directors and actors; operated lights and sound for all shows; maintained stage area during run of shows.

Cain Park

1998-2000

Cleveland Heights, OH

Events Production Manager

Advanced all shows for a summer arts park; hired/supervised events staff; created daily schedules; conveyed information to other departments, managed day-to-day operations; dealt with purchases and petty cash; worked within budgets.

Cleveland Signstage Theater

1996-1998

Cleveland, OH

Production Stage Manager/Interpreter/Teacher

Production Stage Manager of all main stage shows; American Sign Language interpreter for rehearsals, meetings, and workshops; FOH duties; taught workshops and classes during educational projects and long-term residencies.

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EDUCATION

BA in Theater, Converse College, 1995
Summa cum laude, With Honors in Theater

TRAINING and ASSOCIATIONS

Anti-Racism training (People's Institute—Undoing Racism, Courageous Conversations, Beyond Inclusion)
New Haven Arts for Anti-Racism Pledge
GLSEN School Safe Space training
Member—New Haven Mayor's LGBTQ+ Youth Task Force

RELATED SKILLS

- American Sign Language Interpreter
- Computer Literate (Microsoft Office Suite, Venue Ops, School Dude, OEC BCIS)
- Grant Writing
- First Aid, AED and CPR Certified

REFERENCES

Available Upon Request