

Lauren Sherr

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Production Manager

Irmo Okra Strut Annual Festival (2015-Present)

Held annually at the Irmo Community Park on the final weekend of September. Task Area: Stage/Entertainment

Responsibilities include: reviewing available talent and booking all paid performers for both nights of festival. Organizing, obtaining, and communicating with community acts to perform throughout the day on main festival day- including dance, magic, roaming entertainment, and musical performances. Writing and distributing script(s) for emcees (up to 5 emcees per strut) and creating welcome/information packets for all talent. Overseeing/conducting okra eating contest (3) for adults and children- distributing prize money at the conclusion. Securing merchandise sales personnel for traveling bands. Attending monthly meetings to report/discuss task area. writing/collecting/discussing bids. Directing stage crew.

Director of Event Operations

Sound & Images, Inc. (2021-2023)

Direct Reports:: 5 Full-time, 10+ Sub/Freelance

Services: Audio/Visual, Event Management, Equipment Rentals

Responsibilities include: Managing all event-related client contacts, communications, and quoting. Oversee, train, and/or hire employees for events team. Manage up to 55 events in 1 month. Contracting/reserving and communicating with subrentals and subcontractors- from event rentals (tenting, tables, chairs, staging...etc...) to A/V equipment and union labor. Scheduling and attending production meetings to discuss details of an event with clients and run through technological/content-related aspects in preparation. Site visits- including drafting layouts, taking measurements, and inspecting power. Communicating client needs, expectations, and equipment with team/technicians for each event. Implemented a barcode inventory system, ordered consumables as well as any other equipment needs as they came up, and hired warehouse personnel to maintain organization. Managed social media including Facebook, Instagram, and LinkedIn. Arranged for on-site photography and created advertisements for Sound & Images sponsorships. Walking through venues with clients and discussing possibilities, vision, and needs. Managing all scheduling for personnel, equipment, setup/strike, vehicles, and subrentals.

Consulting Producer

His Name Was Nicholas (2021)

His Name Was Nicholas, an original musical by Eric Elder- Chicago, IL

Based on the book St. Nicholas, The Believer, by Eric Elder

Responsibilities include: Virtual discussions with writer/director to begin the process. Build a list of positions necessary for production and advise on all technical aspects of the show. Consulting on COVID regulations within a theatrical environment, create forms/documents for virtual auditions, and being available for discussions on a daily basis- as necessary. Speak with venue personnel chat to ensure that all technical needs are met prior to beginning design/construction/rehearsals.

Theater Manager

Irmo Center for the Arts (2014-2020)

Seats: 612

Lighting: LED/ETC Ion

Sound: Digital/Soundcraft

Stage: Proscenium (100'X65')

Fly System: Single Purchase

Access: Grid & Catwalk

Use: Rental/Educational/Professional

Responsibilities include: Acting as Technical Director, Stage Manager, Scenic Artist, Sound/Lighting Board Operator, Front of House Manager, Box Office Manager, Rental Coordinator, Director of Marketing, and Facilities Manager for the Irmo Center for the Arts. Acting as Creator, Artistic Director, Patron Services Manager, Director of Marketing, and Production Manager for Irmo Gold Series performance season 2015-present. Mentoring senior interns in Arts careers and instructing students in the technical theatre course on scene shop tools and theater safety. Creating an official auditorium handbook and administering a safety certification test for anyone wishing to utilize the shop. Overseeing multiple accounts while abiding by District regulations for spending. Creating and maintaining social media and website: Irmocenterforthearts.org.

SPECIAL SKILLS AND QUALIFICATIONS

Carpentry, drafting, stitching, administrative skills, great with kids, Applied Theatre, experience with multiple ticketing systems, CPR/AED Certified, OSHA 10 Course completed through IATSE, communication and patron services, event-planning.