

## **Relevant Staff Experience**

### **Director, MC Cultural Arts Center**

Montgomery College, Takoma Park/Silver Spring, MD (2019-Present)

- Essential responsibilities: **Programming, Presenting and Operations**

Duties include: budgeting and budget management, accounting, programming, contracts and union agreements, liaison with guest artists, agents and managers, staff hiring, HRM, and project management, marketing & PR management, facilities management, production management, etc.

### **Director of Operations and Production**

The Freeman Stage, DE (2017-2018)

- Essential responsibilities: **Director of Theatre Operation and Production**
- 2 seasons presenting 65 touring acts over 3 months ea. summer, including national concerts and performing arts. Outdoor venue with a max capacity of 2,880.
- Duties include: budgeting and budget management, accounting, programming, contracts and union agreements, liaison with guest artists, agents and managers, staff hiring, HRM, and project management, marketing & PR management, facilities management, production management, etc.

### **Producing Director**

Greenway Court Theatre, Los Angeles (2015-2017)

- Duties include: budgeting and budget management, accounting, casting, contracts and union agreements, liaison with guest artists, agents and managers, staff hiring, HRM, and project management, marketing & PR management, facilities management, production management, etc.
- Notable: Launch of a “page to stage” program called Greenway Reads in collaboration with Fairfax High School. 5,000 students reached through in classroom teaching of a classic novel followed by a professional production of a new adaptation.

### **Director, Line-Producer & Production Manager**

Freelance – Various Companies in LA, NYC and Chicago (2000-Present)

- Film, New Media, Music Videos, Commercials and Stage/Live Events (*Detail list upon request*)
- Duties include: creative direction, creation, budgeting and budget management, accounting, contracts and union agreements, liaison with all departments, agents and managers, staffing & hiring, HRM, and project management.
- Clients include (but not limited to): Procter and Gamble, Gillett, Geico, NFL Films, Ruffles, Ipsos Understanding Unlimited, Purina, etc.
- Festival Recognition: OBIE's, Tribeca Film Festival, Rode Island International Film Festival, Palm Springs Film Festival, LA Out Festival, Urban Media Makers Film Festival, LA Web Festival, etc.

### **Producer & Production Manager**

BSB Media, NYC (2012-2015)

- Film, New Media, Music Videos, and Stage Productions
- Duties include: programming, project development, budgeting and budget management, accounting, contracts and union agreements, hiring, HRM, production management and project management.

## **Associate Producer & Resident Director**

Ensemble Studio Theatre, NYC (2010-2012)

- Off-Broadway AEA
- Duties include: budgeting and budget management, accounting, casting, new play development, contracts and union agreements, liaison with guest artists, agents and managers (writers, actors, directors, etc.), hiring, HRM, and Production Management.
- Producer for multiple readings, workshops and stage productions
- Producer for Annual Fundraiser (100k budget, 350k plus raised), Live Talk –Show format, honoring the life's work of Horton Foote and Lois Smith, featuring John Patrick Shanley, Edward Albee, Hallie

## **Associate Producer**

SoHo Repertory Theatre, NYC (2011)

- Off-Broadway AEA
- Duties include: budgeting and budget management, accounting, casting, contracts and union agreements, liaison with guest artists, agents and managers (writers, actors, directors, etc.), hiring, HRM, and project management.
- OBIE Award- *Born Bad*

## **Producing Artistic Director**

Know Theatre of Cincinnati (2004 –2009)

- Artistic duties include: season selection and planning including a six show main stage season and second stage season, casting, new play development, maintaining relationships with guest artists, managers, agents and unions (writers, actors, directors, agents, etc.), educational programming, community outreach, actor training/professional development, and providing production management.
- Administrative duties include, but are not limited to: season budget planning and execution, HRM, assisting with grant and sponsorship solicitation, public relations, oversight of marketing design and implementation, contracting and negotiation.

Other accomplishments include:

- Assisting in the management, launch and completion of a \$500,000 capital campaign.
- Acquisition, renovation, and strategic planning of a new performing arts facility.
- Co-producing resident companies: Exhale Dance Tribe, Mamluft Dance Co., and Concert Nova.
- Launch of a national touring productions

## **Producing Director/Founder**

Cincinnati Fringe Festival (2003 –2009)

- Duties include: show selection, budgeting and management, HRM, project management, grant and sponsorship solicitation, PR/marketing, artist coordination, securing and installation of found venues, trouble shooting technical logistics and needs.
- Liaison to Canadian Association, and original founding committee of US Association of Fringe Festivals.

## **Associate Producer**

Upstart Creatures, NY (2013)

- Duties include: budgeting and budget management, accounting, contracts and union agreements, HRM, production management and project management.
- Notable: 12-hour Epic Theatre event, Adaptation of Milton's *Paradise Lost*

# Jason Bruffy

Silver Spring MD/Washington DC Metro Area  
513-319-9385 ~ jason.bruffy@gmail.com

## General Manager

Space on White, NY (2012)

- Rehearsal and performance spaces in SoHo NYC.
- Duties include: budgeting and budget management, accounting, contracts, solicitation, scheduling, HRM, and project management.

## Associate Artist/Artistic Line-Producer

Florida Studio Theatre, FL (2011-2012)

- Duties include: budgeting and budget management, production and project management. New play development (including readings, workshops and staged productions), actor apprentice training program (including curriculum, classes, schedules, workshops, etc), and teaching.
- Notable: Summer Play Series (*Jericho*, *Best of Enemies*, *Maple and Vine*) and Fall Workshop (*Don Quixote* written and adapted by Mark Brown)

## Interim Executive Artistic Director

Salt Lake Acting Company, UT (2009)

- Duties include: budgeting and budget management, season planning, production and project management. New play development (including readings, workshops and staged productions).

## Theatre Manager

Contemporary Arts Center, OH (2003-2005)

- Oversaw the opening of a new performance venue, including peripheral installations
- Programming, Facility and Technical Advisor
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## Company Manager

Cincinnati Shakespeare Festival, OH (2001-2003)

- Served as a member of the Young Actor Company, Stage Manager, Company Manager, Casting Associate, Director of Educational Tours, Community Liaison and Literary Associate.

## Technical Director

Wayside Theatre, VA (2000-2001)

- Production management, build, budgeting, crewing

## Producer/Board Operator

91.7 WVXU, OH (2003-2006)

## Producer/Board Operator

89.9 WVRU, VA (1996-2000)

## Shop Foreman/Master Carpenter

Radford University Theatre Dept., VA (1998-2000)

## **Teaching Experience**

### **Art of Theatre**

Ringling College of Art and Design Sarasota, FL (Fall 2011)

- Adjunct Professor
- Practical understanding of Theatre Arts and how it relates to other mediums and integration of those mediums.

### **Truth in Acting: For the Animator**

Ringling College of Art and Design Sarasota, FL (Fall 2011)

- Adjunct Professor
- Practical understanding of truth through acting and emotion and the translation to the animated screen.

### **Theatre Management/Nonprofit Producing**

Washington University St Louis, MO (Spring 2007)

- Guest Lecturer
- Master class series on producing for theatre, taking a dream from the page to a reality.

### **Theatre and the Community**

Xavier University Cincinnati, OH (Fall 2005)

- Panel with local arts leaders and council members to discuss the future of contemporary theatre in Cincinnati.

### **Art and Politics**

University of Cincinnati Cincinnati, OH (Fall 2004)

- Panel arranged by the University to discuss art and politics. The only non-professor sitting on the panel.

### **Theatre Professionals Panel**

Cincinnati State College Cincinnati, OH (Semesters 2004 - 2006)

- Panel to bring to life the ideas and work of professional directors and artists to Students.

### **Audition Workshop**

Miami University Oxford, OH (Spring 2002 & 2003)

- Teaching practical auditioning techniques, and reviewing student auditions.

## **Committee's/Panels**

### **USAFF – United States Association of Fringe Festivals**

National Committee, USA (2005 –2009)

- One of 6 founders of the Association from the original US Fringe Festivals.
- An Association to merge ideas and further the development of Fringe arts in the United States.

### **Advisory Board – New School of Performing Arts**

Fort Thomas Independent Schools KY (2007)

- Facilitate and advise in the creation, planning, and execution of a new School for the Performing Arts

## **Washington Park Planning Committee**

3CDC & City of Cincinnati, Cincinnati, OH (2009)

- Served on the committee responsible for planning/programming the reopening of the renovated

## **Downtown Fountain Square Creative Committee**

3CDC & City of Cincinnati, Cincinnati, OH (2006)

- Served on the committee responsible for planning/programming the reopening of the renovated Downtown Fountain Square

## **Diversity in the Arts**

Fine Arts Fund Cincinnati, OH (2006)

- Committee designed to create a dialogue and develop diversity in the arts community
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## **Education**

- B.A. Organization Management, concentration in Nonprofit management and HRM
  - Ashford University, Clinton IA
- 4yrs Theatre & Film Production, concentration in Directing & Production
  - Radford University, Radford VA

## **Awards and Recognition**

- |                               |   |             |
|-------------------------------|---|-------------|
| • Village Voice, NYC          | OBIE  | Spring 2011 |
| • Cincinnati CityBeat         | Person of the Year                              | Spring 2009 |
| • Cincinnati Magazine         | Forty People Who Changed Cincinnati in 40 Years | Fall 2007   |
| • Cincinnati Business Courier | Forty under 40, Business Influential            | Summer 2005 |
| • Cincinnati Enquirer         | Arts Risk Taker                                 | Spring 2005 |
| • Cincinnati CityBeat         | Arts Influential                                | Spring 2005 |
| • Cincinnati Enquirer         | Arts Risk Taker                                 | Spring 2004 |

## **Professional Development**

- Marketing – National Arts Marketing Program (NAMP), Americans for the Arts and American Express, 6 week intensive.
- Leadership – Army ROTC, Corps cadets, New River Battalion

## **Affiliations/Memberships**

- SDC Member - Society of Stage Directors and Choreographers

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- YouTube Next Lab Creator 2012-2014

## **Additional Skills**

- Programs: Office/Admin: MS Office, MAC OS, Windows OS
- Accounting: Quickbooks
- Ticketing: Tessitura, Patron Manager, Vendini, ProVenue
- Design: Adobe Creative Suite
- Production Design: Vector Works, CAD
- Video/Film: Adobe Premiere, Final Cut Pro
- Audio: Audition, Garage Band, ProTools
- Experience: Videographer, Photographer, Live Audio Technician
- Carpenter, Electrician, Plumber
- Lighting/Audio/Video for Stage & Film,  
Social Media & Web Marketing/Design