

Carly N. Baker

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EDUCATION

New York University, New York, NY 10012 — Major in Theatrical Marketing, Producing and Stage Management

September 2021 - May 2025 (BA anticipated)

The Gallatin School of Individualized Study is a small interdisciplinary college within New York University. Students design their interdisciplinary program that meets their specific interests and career goals. Education at NYU is centered on the history of theater, producing, stagecraft, stage management, marketing, and performing arts management.

Garrison Forest School, 300 Garrison Forest Rd, Owings Mills, MD 21117 — General Educational Development

September 2017 - June 2021

Garrison Forest School is a non-denominational private college preparatory boarding and day school.

EXPERIENCE

Alpha Sigma Tau Delta Phi, New York, NY — Sorority Member and Co-Director of Structured Recruitment and Director of Sisterhood

March 2023 - Present

I have been a member of NYU's chapter of Alpha Sigma Tau since Spring 2023. I was appointed Co-Director of structured recruitment in January 2024 and attended coffee dates with prospective members to meet them and answer their questions about the sorority. I helped plan, decorate and run spring rush with continuous open bidding. I was appointed Director of Sisterhood in May 2024. The Director of Sisterhood plans exciting and diverse sisterhood events to bring our chapter closer together.

Boomerang Theatre Company, New York, NY — Assistant Stage Manager

May 2024 - July 2024

Boomerang (Off Off Broadway theatre company) returns to outdoor Shakespeare with ROMEO AND JULIET beginning June 22nd in Central Park. I assisted the production stage manager during rehearsals and helped with prop managing and costume changes during performances.

SKILLS

Works in Canva, Google Suite, WordPress, Microsoft Suite, and all Adobe applications

Content management and development, social media marketing, advertising. And media strategy. Cision and Critical Mention.

Script supervision, stagecraft, stage management/direction, communication, time management, organization, problem solving, prop management.

AWARDS

Reverend Phillip J. Jensen Award goes to the senior who cares deeply about both the Garrison Forest Community and the world beyond Garrison Forest School. This student understands others' needs and takes action to address those needs. Her commitment to others is one of her highest priorities. This student's compassion for others makes her a positive leader, an admirable role model, and an outstanding representative of Garrison Forest School

Certifications

Google Analytics 4. Certified users demonstrate an understanding of Google Analytics, including how to set up and structure a property, and use various reporting tools and features.

F-03 Certificate of Fitness. Indoor Place of Assembly

Broke People Play Festival, New York, NY — Production Stage Manager

February 2024 - May 2024

I was tasked with taking production meeting notes, organizing the rehearsal schedule, taking notes during rehearsal, assisting the director and calling cues for the show. This show is a student written and directed work called, *And So I Killed the Leviathan*.

Classical Theatre of Harlem, New York, NY — NYC Production Assistant

August 8th, 2024

I filled in as production assistant to the stage management team during rehearsals in New York City for a day. The production is happening in Los Angeles, California at the Getty Villa. I was on book during rehearsals and gave lines to actors when they needed them.

Gallatin Arts Festival, New York, NY — Performing Arts Producer

January 2024 - April 2024

I helped curate and produce the Gallatin Arts Festival 2024. GAF is the annual community-wide celebration of the unique artistry and interdisciplinary scholarship of students at the Gallatin School each spring. My role was serving as a performing arts producer on the student leadership team.

Gallatin Theatre Troupe, New York, NY — Marketing Director, Production Stage Manager

December 2022 - Present

The role of “Marketing Director” is a board member position within Gallatin Theatre Troupe. Tasks include maintaining a club presence on social media (Instagram and LinkedIn), spearheading marketing campaigns for mainstage productions and the Brandspankin’ New Works Festival, and maintaining the branding and graphic design of the club. I was in charge of taking notes for production team meetings and taking rehearsal reports and emailing schedule calls for the cast. I assisted in casting the musical, *Zombie Prom!*. I called all the technical cues for the shows.

JB Studios, New York, NY — Production Assistant (Film)

March 12th, 2024

I spent the day as a production assistant with JB Studios as they filmed a short film documentary titled “A Broadway Documentary: Gavin Creel's Path From Ohio To Tony Winner”. I helped guard filming equipment in the van. I helped with setting up and breaking down equipment on one film location. I also helped with filming and interviewing people on the street, which included getting people to sign waivers.

McCarter Theatre, Princeton, NJ — Volunteer usher

March 2024 - Present

I am volunteering at this regional theatre as an usher. I help prepare the house for audiences and assist in giving out audio hearing devices, scanning tickets and assisting patron services with various tasks.

Safety Personnel. An individual responsible for assisting in maintaining fire safety at an approved place of assembly (PA) or temporary place of assembly (TPA) at a specific location is required to hold a Certificate of Fitness.

**Perelman Performing Arts Center, New York, NY —
Audience Service Representative**

May 2024 - Present

I help deliver a best-in-class experience to all visitors to PAC NYC. I process ticket sales over the phone and in person for PAC NYC performances, ensuring all customers receive a welcoming and inclusive experience. I work within PAC NYC's CRM, Spektrix, ensuring that all data inputted and records of audience communication are recorded accurately. I assist in ticket taking, wayfinding and ushering for performances, ensuring that the front of house experience for audiences is efficient and accessible.

teatrto, New York, NY — Marketing Associate

May 2024 - September 2024

teatrto is a mexican-led emerging theatre collective based out of new york championing new work development by young theatre artists. As a marketing associate, I assist the producing and artistic director in the creation of marketing content, utilizing Canva, MailChimp, TikTok and Instagram.