

# AUDREY HOO

PRODUCTION MANAGER/TECHNICAL DIRECTOR CELL: 336.682.8564 MAIL:HOO@AUDREYHOO.COM WWW.AUDREYHOO.COM

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## **Brooklyn Academy of Music, Brooklyn, NY, current since fall 2006**

Production Coordinator, President Karen Brook Hopkins, Executive Producer Joseph Melillo, Production Manager Dan Duro

\* Near term advance work 30 to 90 days in advance of engagements, including technical analysis, review of stage plans & light plots, rental & purchase requirements  
Schedule calls for IATSE local 4 stage crew and other support personnel. Prepare production summaries and reports for the dissemination of all production information to all BAM departments. Track actual expenses and commitments, project labor and material costs. Coordinate in-house calendars and schedules.

## **The Weston Playhouse, VT, Season 2006**

Production Manager, Producing Directors Malcolm Ewen, Tim Fort, Steve Stettler. Six-Show Season

Technical Director, *I am my own Wife*, Directed by Hal Brooks, Set Design Howard Jones.

\* Overall supervision and management of all production areas including scenery, props, paint, electrics, costumes & sound. Administration of all production-related budgets, prepare and distribute production schedule, coordinate and lead all production meetings, establish communications between all departments and designers, stage and company managers and guest artists. Implementation of all personnel policies, health & safety.

## **The Williamstown Theatre Festival, MA, Season 2005**

Assistant Production Manager (Scene Shop), Festival Artistic Director Roger Rees, Seven-Show Season

\* Overall supervision and management of scene shop, paint shop & design studios, budget tracking, purchasing & requisition

Production Manager: *The Witching Hour*, Amanda Charlton; *AD Projects II*, Alex Timbers, Laurie Sales, & Catherine Baker Steindler

## **The Santa Fe Opera, New Mexico, Season 2004**

Assistant Stage Supervisor, 5 Repertory Operas including *Simon Boccanegra*, *Don Giovanni*, *Agrippina*, *La Sonnambula*

\* Assisted in supervision of load in & outs, managing a crew of 18 persons, worked as backstage run crew

\* Designers and Directors included David Zinn, Jennifer Tipton, Duane Schuler, Tim Albery, Chas Rader-Shiber, and Allen Moyer.

## **North Carolina School of the Arts, 2003-2006**

Technical Director, *'The Dead'*, Directed by John Langs, Design Lara Fabian; *'Tartuffe'*, Directed by Will Graham, Design Daniel Thobias

Assistant Technical Director *'A Man of No Importance'*, Directed by John Langs, Design Megan Baptiste

Master Carpenter, *'Wild Oats'*, Directed by Benny Sato Ambush, *'Rape of Lucretia'*, Directed by Will Graham, Design Anna Hewett

Chairperson, USITT Student Chapter, 04-05, Committee: USITT SE Regional Workshops September 2005

## **The Esplanade Co. Ltd, Theatres on the Bay, Singapore, Sept 2002 – July 2003**

Production Coordinator, 7 Arts & Music Festivals, 3 Venues, Artists from 22 different countries including Australia, Japan, Tibet

\* Production Manager for all productions staged in the recital studio, concert hall & all outdoor performance venues that were produced by the Esplanade; Scope included creating & maintaining schedules, budgets and labor calls, as well as ensuring health and safety standards were met.

## **World of Music and Dance (WOMAD), Singapore, Aug 2002**

Operations Coordinator, 10 groups from 15 countries, 3 outdoor main stages \*Overall coordination of facilities management, security and FOH.

## **The Necessary Stage Ltd, Singapore, Oct 2000 – Aug 2002**

Production Manager, 7 Main Stage Shows, 3 Theatre Festivals, Artistic Director: Alvin Tan

\* Created and maintained schedules, budgets, hiring, contracts, purchasing and requisitions. Supervised the company's production department.

\* Directors and Designers included Alvin Tan, Jeff Chen, Jean Ng, Yo Shao Ann, Dorothy Png and Chong Tze Chien

## **Theatreworks (Singapore) Ltd, June 1999 – June 2000**

Production Coordinator/ Assistant to Managing Director

\* Productions include *Desdemona* (premiered at the Telstra Adelaide Festival 2000 and presented again at the Singapore Arts Festival 2000), *Simon Whitehead's locator series movement workshop*, *On Mercury's Wings*. Assisted in all administrative duties such as venue management, visa applications, travel arrangement of artists and maintaining databases for international artists for Arts Network Asia.

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### **Related Skills**

MIG, Arc, Oxyacetylene Welding; Drafting: Hand, AutoCAD and Vectorworks; Stage Carpentry; Basic Stage Rigging; Soldering; Hand & Machine Sewing; Basic Scene Painting; Windows (All Versions), Mac OS, Photoshop, Microsoft Office; Forklift; Basic Sound Systems & Software: Protools, Sound Forge, MIDI control, SFX; Basic Stage Electrics, North Carolina Class C Driver's License

### **Education**

MFA – Technical Direction, North Carolina School of the Arts, 2006

BA with Merit – Double Major, Sociology & Theatre Studies, National University of Singapore, 1999

### **References**

Mr. Paul Horpedahl  
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The Santa Fe Opera  
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Mr. Stuart Duke  
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Williamstown Theatre Festival 05-06  
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