



Aubrey Grace Watkins

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Employment

ASSOCIATE DIRECTOR OF EDUCATION & DEVELOPMENT, GREAT ARIZONA PUPPET THEATER; PHOENIX, AZ - 2017-PRESENT

- Heads communication with teachers and city leaders to implement necessary programming changes due to COVID-19
- Creates and implemented study guides and educational materials that aligns with the season of shows and meets Arizona state education standards
- Developed and leads a series of workshops for children and educators of all ages demonstrating creative and STEM connected skills
- Designs curriculum for school-based artist in residence series. Taught two large-scale residencies for elementary students.
- Created teacher evaluation tool and assesses feedback, making changes where appropriate.
- Initiated new fundraising goals and strategies. Assists with grant writing.
- Manages annual fundraiser and online giving. Oversaw a 10% increase in overall individual giving over the last two fiscal years.
- Implemented a new customer tracking system to better understand demographics and gather data for grants and donor solicitation
- Adheres to the marketing & publicity budget when creating and ordering materials
- Transitioned a manual calendar management system to an online tool, eliminating redundancy and streamlining the scheduling process
- As in most small businesses, I have a wide variety of tasks, ask me about more duties not listed here.

STATEWIDE CULTURAL EXTENSION PROGRAM COORDINATOR; HONOLULU, HI - 2015-2016

- Scheduled programs for artists and lecturers at various community venues throughout Hawai'i
- Coordinated artist's schedules, payment, and individual program needs
- Adhered to the programming and travel budget
- Assessed current and future performers, scouted for new performers and lectures
- Processed, assessed, and made recommendations based on artist evaluations
- Communicated with venue coordinators and managed season selection as well as outreach opportunities throughout the state

HOUSE MANAGER, KENNEDY THEATRE; HONOLULU, HI - 2014-2015

- Assisted patrons and resolved problems as needed for over 80 performances
- Trained ushers and volunteers. Addressed issues when performance expectations were not met
- Ensured performances began on time and ran smoothly
- Balanced ticket sales and oversaw the facility and safety of all patrons

Education

University of Hawai'i at Mānoa – MFA Theatre for Young Audiences
Degree Conferred Dec. 2016, Magna Cum Laude

University of Arizona, Tucson, AZ – BA Theatre Arts
Degree Conferred May 2011, Cum Laude

Teaching

YOUTH WORKSHOPS

Instructor | Puppetry Performance Residency - age 5-8, Khalsa Montessori School, AZ,
Summer 2018, 2019*

Co-Instructor | *Puppet Construction: A workshop to coincide with Imagine This* - age 12-15,
Kenilworth Elementary, Fall 2014, Spring 2015, Fall 2017, Fall 2018, Fall 2019

Instructor | *Antigone* pre-show workshop - age 13-14, Kailua Intermediate School, 2016

Instructor | *Wanna Be a Puppeteer? - An Introduction to Hand-Mouth Puppets*
International Thespian Society, January 2015*

Instructor | Introduction to Acting - age 6-10, Desert Foothills Theatre, 2013*

COLLEGIATE LEVEL - ADULTS

Instructor | *Shadow Puppetry for Students*, Educator Arts Day,
Phoenix Art Museum, Summer 2017, 2018, 2019*

Instructor | Introduction to Puppetry Master Class, Spring 2018, Arizona State University*

Instructor | Puppetry for Young Children, Fall 2016, University of Hawai'i at Mānoa*

Section Instructor | Introduction to World Drama & Theatre, University of Hawai'i at Mānoa
Spring 2016,*

Co-Presenter | *Why Use Puppets? Creating and Manipulating Multiple Puppet Forms for Live Theatre*, Kennedy Center American College Theatre Festival, Spring 2016*

Guest Lecturer | Introduction to Hand/Glove Puppetry, Fall 2015, University of Hawai'i at Mānoa*

Guest Lecturer | Mask Play and Construction; Intro. to Acting Course, Spring 2015,
University of Hawai'i at Mānoa*

*Designed curriculum

Other Related Skills

Proficient in: Microsoft/Apple/Google: Word Processing and Spreadsheet Suites, Mailchimp, Constant Contact, Keynote/Powerpoint, Square Register, FileMaker Pro, iMovie, iCal, and Google Calendar. CPR and First Aid Certified. State of Arizona Fingerprint Clearance Card for education. Some experience in: Adobe CS6 (Photoshop Family), Publisher, and Quickbooks.

Board Membership: Puppeteers of America, Development Committee Member