

Anna C. Montgomerie

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Employment Highlights

- Production Manager – Charlotte’s OFF BROADWAY** **Sept. 2022 - present**
Schedule and coordinate all technical aspects of theatrical productions.
- Box Office Associate – Children’s Theatre of Charlotte** **2017 – 2019**
Telephone and Window ticket sales and distribution. Telephone reception.
- Production Associate – LEAF Community Arts** **Select Weekends in May & October 2006 - 2019**
Responsibilities include but not limited to providing concierge and hospitality services to festival guests and VIPs, offering information on available membership levels of LEAF Community Arts.
- Production Stage Manager – Charlotte’s OFF BROADWAY** **Nov., Dec. 2017**
THREE DAYS of RAIN – directed by Paige Johnston Thomas, produced by Anne Lambert and Brian Lafontaine
- Box Office – Carolina Renaissance Festival** **October - November 2016**
WILL CALL and Season Ticket window for the duration of the 2106 festival - supervised by Monika Bigsby
- Stage Manager – Three Bone Theatre** **May 2016**
MOTHERHOOD OUT LOUD - directed by Kim Parati
- Producer – Hickory Ridge High School Theatre** **Sept. 2012 - May 2016**
Organize production of High School plays and musicals. Supervise ticket sales and box office. Create merchandise, sales and distribution. Design and produce show programs. Supervise Front-of-House team of Box Office personnel, Ushers and Concessions.
- The Nursing Mothers Place - Presbyterian Hospital** **1999 – 2005**
Administrative Assistant / Lactation Consultant Assistant – Scheduled patient appointments for expectant and new mothers. Patient check in / check out. Phone triage, maintenance of retail products and office supplies.
- Paramount Parks Design and Entertainment** **1993 – 1996**
Administrative support for multiple theme park design and production teams.
- Cleveland Play House** **1989 - 1993**
Equity Stage Manager – Organize and run rehearsals and shows for a LORT B Regional Theatre. Supervision of all aspects of cast and set for four to six shows per season.
- Womble Carlyle Sandridge & Rice, LLP** **1982 – 1986**
Legal Secretary / Receptionist – Secretary to Office Administrator and several Associate Attorneys. Produced, reviewed and maintained files, documents, correspondence and memoranda. Maintained inventory of office supplies for 200 lawyers and paralegals.

Education

- North Carolina School of the Arts (UNCSA)** **1988 - 1991**
BFA in Stage Management – 1991
- Wake Forest University** **1980 - 1981**
Psychology & Communications
- Virginia Intermont College** **1976 - 1980**
Associates Degree in Horsemanship – emphasis on teaching Hunt Seat riding, stable management and equine care.

Associations & Skills

Past member - Actors Equity Association / Microsoft Word, Excel and PowerPoint. Proficient on Apple and PC.