

# SHELBY HELENE BECKER

• [www.shelbyhbecker.com](http://www.shelbyhbecker.com) • @shelbyhbecker •

## WORK EXPERIENCE

Disney General Entertainment Content • ABC Signature

- Executive Assistant, Business Affairs [Oct. 2022-Present]
  - Draft routine letters, contracts, redlines, etc. on behalf of executives
  - Distribute legal documents to above-the-line talent and their representatives
  - Facilitate the execution of legal documents
  - Accurately maintain/administer legal contract filing systems and monitor dates of legal significance (options/expiration)
  - Review budgets and credits
  - Manage calendars, meetings, conference calls, expense reports, written correspondence, and travel

San Diego Symphony

- Artistic Assistant (Jason Mraz, Sergio Mendes, Chicago the Musical-In Concert, etc.) [Sept. 2021-Feb. 2022]
  - Worked directly with guest artists and tended to their miscellaneous needs
  - Scheduled guest artist itineraries
  - Distributed backstage passes and supervised guest artist meet and greets
  - Transported guest artists and authorized personnel
  - Maintained/organized backstage dressing, resting, and artistic office spaces
  - Assisted with orchestra auditions (check-in, COVID-19 compliance, etc.)
  - Ran errands for senior staff members

The Old Globe

- Special Projects Coordinator (Powers New Voices Festival) [April 2022]
  - Managed ticketing/event lists, attendance, and guest artist employment forms
  - Prepared paperwork and materials for scheduled events
  - Served as a primary point of contact for guest artists by overseeing the department's email inbox
  - Ran errands for senior staff members
- Production Assistant (Classical Directing Fellowship\*, Henry VI {Parts 1 & 2}\*, Crime and Punishment, a Comedy\*, etc.) [Feb. 2022-April 2022]
  - Set up/broke down the rehearsal room
  - Managed rehearsal schedule

Interlochen Center for the Arts Summer Programming

- Office Manager [June 2021-Aug. 2021]
  - Oversaw the organization and supply of office/recreational materials
  - Supervised employees working office shifts
  - Issued credentials to authorized personnel
  - Provided general customer service
  - Led and participated in team-building activities

# SHELBY HELENE BECKER

• www.shelbyhbecker.com • @shelbyhbecker •

## WORK EXPERIENCE (CONT.)

Dept. of Ethnic Studies at the University of California, San Diego (UCSD)

- Production Stage Manager (IYA: The Ex'celen Remember) [Nov. 2021]
  - Formatted and distributed production schedules
  - Set up/broke down the rehearsal room and performance space

La Jolla Playhouse

- Audience Concierge (Bhangin It: A Bangin' New Musical) [March 2022]
  - Screened patrons for COVID-19 compliance
  - Served as a leadership contact for volunteer ushers, partners, and patrons
  - Provided general customer service

Traverse City Film Festival

- Runner/Office Intern [July 2018-Aug. 2018]
  - Recruited and scheduled musicians
  - Prepared public event displays
  - Issued credentials to authorized personnel
  - Ran errands for senior staff members

## VOLUNTEER EXPERIENCE

San Diego Repertory Theatre

- Reader [Feb. 2021-May 2021]
  - Read and reviewed plays for the upcoming season

La Jolla Playhouse

- Runner (Without Walls Festival) [Oct. 2019]
  - Prepared public event displays
  - Set up/broke down stage equipment
  - Managed public attendance

## CERTIFICATIONS

- Muck Rack Academy Fundamentals of Media Relations [Aug. 2022]
- PR Council Agency-Ready [July 2022]
- HubSpot Academy Email Marketing [June 2022]
- Google Ads Search [June 2022]

## AWARDS & RECOGNITIONS

UCSD Dept. of Theatre & Dance Chair's Award for Distinguished Service [June 2021]  
Girl Scouts of America Gold Award [June 2018]

## SPECIAL SKILLS

- NetDocuments
- Salesforce Blast
- DocuSign
- Microsoft 365
- Google Workspace
- American Sign Language (ASL)

## EDUCATION

University of California, San Diego (UCSD)

Bachelor of Arts, Theatre & Communication

*magna cum laude* • Highest Honors in Dept. of Theatre & Dance