

# Cat Gleason, MFA, PhD

545 Jefferson

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## HIGHLIGHTS OF QUALIFICATIONS:

- ◆ Diverse 20 year background in the Arts, including Theatre, Dance and Music
- ◆ Extensive project management experience in theatrical direction, marketing/publicity, as well as theatrical production management
- ◆ Experience hiring, training and managing service employees
- ◆ Excellent project management skills
- ◆ Superb written and oral communication skills
- ◆ Experience with students and people from a wide variety of backgrounds
- ◆ Over ten years of university/college teaching experience
- ◆ Over twenty years of customer service experience

## SELECT PROFESSIONAL EXPERIENCE:

Current	Lecturer, University of Wisconsin-Platteville, Department of Performing and Visual Arts
2007-2008	Artistic Director, Summerset Theatre (outdoor semi-professional co.), University of Wisconsin – Baraboo/Sauk County
2007-2008	Head of Theatre, University of Wisconsin-Baraboo/Sauk County, Baraboo, WI
2005-2006	Company Coordinator, PEOPLE-to-PEOPLE (youth performance co.), University of Wisconsin – Madison
2004	Treasurer, Madison Community Co-operative, Madison, WI,
2001	Program Co-Chair, Actors Scene Showcase, Women's Theatre Alliance, Chicago. IL
1999-2000	Customer Service Representative/Technical Writer, Friedman Corp., Deerfield, IL,
1996-1999	Manager, Publicity Department, Southern Illinois University Carbondale, Department of Theatre
1992-1995	Shift Supervisor & Trainer, Johnny Rockets, Chicago, IL – International, high-concept, full-service restaurant chain
1989-1990	Barclay's Restaurant, Chicago, IL – Start-up, full-service restaurant, Head Server
1983-1984	Founder/Director/Choreographer, Celebration Theatre, A non-profit touring company, Chicago, IL

## EDUCATION:

### University

University of Wisconsin – Madison (UW-Madison)	PhD - Theatre Research, 2010
Southern Illinois University Carbondale (SIUC)	MFA - Theatre - Directing, 1999
Northeastern Illinois University (NEIU)	BA - Speech - Performing Arts, 1995

Related Training & Workshops	Modern, Jazz and Ballet at various Chicago dance facilities - 1982-2000 Producing Intensive Workshop, Commercial Theatre Institute, Chicago, IL, 2010
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## RELEVANT SKILLS AND EXPERIENCE:

### Project Management and Leadership Skills:

- ◆ As a theatrical director, I motivated groups and individuals to work towards a common goal and fixed deadlines
- ◆ As an Artistic Director and Head of Theatre, I managed quality control of production and marketing elements – working with designers, technicians and graphic artists
- ◆ As Artistic Director and Head of Theatre, I hired artists and solicited volunteers for dynamic teams
- ◆ As Artistic Director and Head of Theatre, I hired and managed box office and house staff
- ◆ As Manager of Publicity, I planned and hosted University Theatre Opening Night patron's events
- ◆ As Manager of Publicity, I directly supervised a four person publicity staff for a large theatre department
- ◆ As a restaurant supervisor, I managed shifts in the restaurant industry with responsibility for troubleshooting, problem solving, customer satisfaction, short and long term team-building, and productivity

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**Public Relations and Fund Raising:**

- ◆ Wrote and awarded grant from SIUC's Joint Women's Studies and Women's Professional Advancement Juried Competition
- ◆ Solicited corporate and private sponsorship for university theatre department
- ◆ Managed a summer company budget and over the course of two years oversaw the reduction of \$10,000 in debt
- ◆ Supervised and personally wrote radio advertising copy
- ◆ Supervised and personally wrote press releases

**Communication Skills:**

- ◆ Negotiated advertising contracts
- ◆ Facilitated media interviews and photo shoots
- ◆ Arranged exchanges of theatre tickets for advertising in both radio and print markets
- ◆ Created and maintained successful working relationship with university printing services
- ◆ Trained two new managers for the Publicity Department
- ◆ Trained servers in the restaurant environment for approximately ten years
- ◆ Taught for over ten years in the university environment
- ◆ Created support materials for future management and employees of the Publicity Department

**Computer and Publishing Skills:**

- ◆ Basic office and accounting skills – producing schedules and maintaining budgets
- ◆ Competency in word processing including MS Word
- ◆ Competency in desktop publishing including Adobe Photoshop and MS Publisher
- ◆ Currently learning Adobe Illustrator and InDesign
- ◆ Ability to operate most scanning devices including slide/negative scanners
- ◆ Personally produced or oversaw publication of many playbills including advertizing layout and copy

**HONORS AND AWARDS:**

- ◆ College of Letters and Science, Teaching Fellow, UW-Madison, 2005
- ◆ Fredric March Scholarship, UW-Madison, 2004
- ◆ Writing Center, Teaching Fellow, UW-Madison, 2004
- ◆ Best Director, The Serpent, Department of Theatre, SIUC, 1999
- ◆ Best Production, Laboratory Theatre, The Serpent, Department of Theatre, SIUC, 1999
- ◆ Summa Cum Laude, NEIU, 1995
- ◆ Talent Scholarship Recipient, Department of Speech and Communication, NEIU, 1993-95
- ◆ Honors Scholarship Recipient, NEIU, 1988-89, 1993-94
- ◆ Joseph Holmes Dance Theatre Scholarship Award, Chicago, IL, 1980

**GRANTS RECEIVED:**

- ◆ Joint Women's Studies and Women's Professional Advancement Juried Competition – funding for The Serpent, SIUC, 1999
- ◆ Matching Grant, SIUC Department of Theatre - funding for The Serpent, 1999

**REFERENCES:**

Thomas Plager  
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