

Lottie Stallings

Brooklyn, NY

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[My LinkedIn Profile](#)

Education

University of Michigan, School of Music Theatre and Dance

Ann Arbor, MI

Bachelor of Fine Arts Theater Design and Production

2025

- 18 Credits of Performing Arts Administration courses, including fundraising for the arts.

Relevant Experience

University Productions

Ann Arbor MI

Stage Manager

2021-2024

- Facilitated interdepartmental communication and kept minutes during all production meetings.
- Created and updated paperwork on a daily basis, including data entry related to design elements.
- Delegated tasks and collaborated with other stage management team members.

Dick Clark Productions, Espy's, Golden Globes, NFL Honors

Los Angeles, CA

Talent Escort

2021-2025

- Escorted talent to the red carpet to either their seats or backstage in a timely manner.
- Familiarized myself with the venues and all entrances and exits in a short time.
- Maintained professionalism and discretion while working with high-profile talent.

University of Michigan

Ann Arbor, MI

Event Set Up

2024

- Set furniture, linens, and other fixtures according to the client's requests.
- Collaborated with custodial and catering teams to ensure events adhered to schedule.
- Communicated effectively with coworkers and clients.

Theater Under the Stars (The River)

Houston, Texas

Camp Counselor

2022-2023

- Managed and assigned tasks to volunteers and assistant counselors to ensure all students' support needs were met, and that daily programming adhered to schedule.

Leadership Experience

Zeta Omega Eta

Ann Arbor, MI

Philanthropy Chair

2023-2024

- Organized volunteer opportunities for 51 members.
- Set up a long-term partnership with the Michigan Foster Care Closet to recruit University of Michigan students to volunteer and to organize on-campus drives for donations.
- Contributed to a weekly newsletter updating members on current happenings.

Recruitment Chair

2024-2025

- Created advertising materials to grow our interest list by 111%
- Planned and executed events that resulted in our chapter size increasing by 57%

Skills

Excel | Google Suite | Microsoft 365 | Canva | Event Planning | Event Management | Content Creation | Social Media Management | Budgeting | Fundraising | Volunteer Management | Project Management |