

ADDIE SALTZ

Administrative Coordinator | Executive Assistant

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561-404-3735

PROFESSIONAL SUMMARY

Detail-oriented and creative professional with extensive experience in many aspects of performing arts, as well as organizational support and program coordination. Proven ability to collaborate, manage projects, and support high-level endeavors with adaptability and empathy.

WORK EXPERIENCE/INTERNSHIPS

Carnegie Mellon University School of Drama - Course Assistant/Casting Director

Pittsburgh, PA | Aug 2023 - May 2025

- Served as the Course Assistant consecutively for a total of four directing classes taught by professor and director Andy Wolk, who taught remotely from Los Angeles. Additional responsibilities included being the casting director of 10 short films.

Carnegie Mellon University School of Drama - Student Ambassador

Pittsburgh, PA | Aug 2023 - May 2025

- Served as the first point of contact for prospective students and their families, offering tours and guidance. Additionally, had a social media presence on CMU Drama's Instagram, doing "Day in the Life" vlogs.

Calleri Jensen Davis - Casting Assistant/Intern

New York City, NY | Jan 2024 - June 2024

- Assisted on the casting of many regional and national projects, including Theatre Under the Stars in Houston and Yale Repertory Theatre.

Rattlestick Theatre - Administrative Assistant/Intern

New York City, NY | Jan 2024 - June 2024

- During a semester in New York City, I worked as an administrative assistant for the Van Lier and Terrence McNally Fellowships awarded by Rattlestick Theatre, which included emailing rejection letters, reading submissions, and other organizational tasks.

Santa Cruz Shakespeare - Directing Intern (*King Lear*) | Box Office Attendant | Parking Attendant

Santa Cruz, CA | May 2023 - Aug 2023

- Supported director Paul Mullins, developing organizational and multitasking skills.
- Managed customer service and front-of-house operations under high-pressured conditions.

Broward Center for the Performing Arts - Arts Administrator/Assistant/Company Manager/Production Assistant

Fort Lauderdale, FL | Dec 2019 - May 2025

- Began by pioneering its teen internship program. During breaks from Carnegie Mellon, returned to do contract work on children's theatre.

SKILLS

Conversational Spanish | Administrative Organizational Skills | Anti-Racist and DEI Practices | Virtual Collaboration | Cultural Competency | Conflict Resolution | Calendar Organization | Google Suite | Microsoft Office Suite | Adobe Suite | Apple Systems | Canva | Trello | Notion | Social Media | Dropbox | Zoom | Problem-Solving | Synthesizing Information | Spektrix Ticketing | Asana | Video Editing | Breakdown Express | IBDB/IMDB Pro | Eco Cast | Actors Access

EDUCATION

Carnegie Mellon University

BFA in Drama, Directing | College and University Honors | 3.8 QPA
Pittsburgh, PA | Aug 2021 - May 2025

Syracuse University

Certificate in Casting | New York, NY | Jan - May 2024
Collaborative program with Carnegie Mellon focused on industry and business practices

CERTIFICATIONS

National Council for Mental Wellbeing

Mental Health First Aid Certification, Performing Arts - Expires May 2028