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# ARI CONTE

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## EDUCATION

**Emerson College** – *Theatre Studies: Acting, Minor in Business Studies*  
Boston, MA | Class of 2015

## EXPERIENCE

**101 Productions** – *Opening Night Coordinator and Office Assistant* | New York Feb '19-Present

- Opening Night coordinator for Broadway's *Burn This, Frankie and Johnny, Betrayal*
- Ticket and theater seating coordination
- Correspondence with producers, press, theater owner and all guests
- Management of opening night staff during theater walk in and post celebration
- Office organization and filing

**Amazon's *The Marvelous Mrs. Maisel*** - *Assistant to Rachel Brosnahan* | New York Mar '18 – Feb'19

- On-set production assistance for Season Two of ***The Marvelous Mrs. Maisel***
- Personal calendar and project schedule management
- Script coverage and project development

**Stacey Mindich Productions** – *Interim Office Coordinator* | New York Sep '18 – Jan '19

- Coordination of event planning for *Dear Evan Hansen* (B'way and 1<sup>st</sup> National Tour)
- Office assistance: phone coverage, office supply inventory and organization

**Benj Pasek and Justin Paul** – *Assistant* | New York Jun '16 – Apr '18

- Production assistance on *Dear Evan Hansen* (Broadway),  
*The Greatest Showman* (FOX), *Aladdin* (Disney), *A Christmas Story LIVE* (FOX)
- Calendar management and multiple production scheduling
- Organization and upkeep of all production documents, lyric sheets and music files
- Management of social media, fan mail and house seat requests

## ADDITIONAL EXPERIENCE

**Rachel Sussman Productions** - *Assistant Producer* | Summer 2019 – Present

**She NYC Arts** - *Associate Producer and Festival Show Mentor* | Summer 2017-present

**The People's Improv Theater** - *House Manager and Admin Assistant* | New York | Apr '16 – Apr '18

**Jujamcyn Theaters** – *Front of House Intern* | New York Jan '16-Jun '16

**ArtsEmerson** – *Assistant to the Business Manager* | Boston, MA | Jun '14-Dec '15

## SKILLS

Microsoft Office and Excel, Apple iCalendar, Google Suite, Outlook, advanced customer service and interpersonal skills