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# ARI CONTE

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www.ariconte.me | ariconte11@gmail.com | 781-724-4134

## EDUCATION

**Emerson College** – *Theatre Studies: Acting, Minor in Business Studies*

Boston, MA | Class of 2015

**Commercial Theater Institute** – *14-week program: Frederic B. Vogel Scholarship recipient*

New York, NY | Spring 2020

## EXPERIENCE

### New York Civil Liberties Union –

*Development Officer & Co-Producer of Sing Out For Freedom* | New York

August '19 – Present

- Lead planning logistics for annual concert *Sing Out for Freedom*
- Produce a virtual concert event with top Broadway talent (2020)
- Coordinate social media platform and run NYCLU Artist Ambassador Program

Netflix' *Tick Tick...BOOM!* - *Assistant to Producer Deb Dyer* | New York

Jan 19' – Jan '21

- Schedule management in the production office and on set
- Assistance with COVID-19 production management

101 Productions – *Opening Night Coordinator* | New York

Feb '19-Oct '20

- Opening Night coordinator for Broadway's *Burn This, Frankie and Johnny, Betrayal*
- Ticket and theater seating coordination
- Correspondence with producers, press, theater owner, staff and all guests

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 '20

- 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)
- 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