

Marty Mule

City, State · Email · Phone Number · LinkedIn URL

Education

BACHELOR OF ARTS IN **THEATRE AND DANCE** | MUHLENBERG COLLEGE | MAY 2020
Graduated Magna Cum Laude & Phi Beta Kappa

Study Abroad: **Physical Theatre Training Program** at the Accademia dell'Arte in Arezzo, Italy

Relevant Experience

OFFICE ASSISTANT | KJK PRODUCTIONS | MAY 2017-PRESENT (SUMMERS)

- Contact local schools and theater departments about potential prop and set rentals
- Scan, file, copy and organize documents within the office and within the computer system
- Review and edit copy for school contracts
- Create production documents including rehearsal schedules, casting breakdowns and costume breakdowns
- Contact local businesses regarding company fundraising efforts

TEACHING ARTIST | KJK PRODUCTIONS | JUNE 2014-PRESENT (SUMMERS)

- Supervise children ages 6-15 for approximately 6 hours a day
- Delegate and supervise the tasks performed by the camp counselor staff
- Produce/Direct/Stage Manage a performance of a selected show at the end of each 1-2 week camp session

STUDENT EDITOR | DEPARTMENT OF THEATRE & DANCE | SEPTEMBER 2018-PRESENT

- Edit footage and aided in its organization for the On-Camera Acting class
- Teach workshops about editing to the students within the On-Camera Acting class
- Work with the students to create reels that contained highlights of their footage from the semester

CHOREOGRAPHER | WESTMORELAND SANCRUARY | JUNE-JULY 2017

- Created movement and notated staging for productions of Into the Woods, Jr. and The Wizard of Oz
- Collaborated with production teams on rehearsal and performance planning
- Taught and staged choreography on multigenerational casts

Other Work Experience

HEAD RESIDENT ADVISOR | OFFICE OF RESIDENTIAL SERVICES | AUGUST 2019-PRESENT

- Assist in the hiring and training process of new resident advisors
- Oversee the day-to-day functions of the staff and the infrastructure of the residence hall
- Create programming to foster community within the residence hall

On Campus Leadership

Senior Showcase Co-Chair

- Organized fundraising events to raise money for and provide networking opportunities for participants of the theatre senior showcase and greater Muhlenberg community

Muhlenberg Theatre/Dance Association Liaison

- Facilitated communication between both organizations and participated in theatre and dance activities at Muhlenberg College

Skills · Media editing with Adobe Premiere Pro · Documents and presentations with Microsoft Word and Microsoft Excel