

VICTORIA "TORIE" BROWN

victoriaacbrown.wixsite.com/mysite

[443-345-6007](tel:443-345-6007)

victoriaacbrown@gmail.com

[NYC-Based](#)

[She/Her](#)

ARTS ADMIN EXPERIENCE

Peikoff Mahan Law Office, New York, NY

May 2024 – Present

Assistant to Jodi Peikoff

- Scheduled Zoom and phone calls
- Kept track of personal and professional schedule
- Kept File Maker Database updated
- Sent contracts for signature to clients via AdobeSign and to other side for full execution
- Handled correspondence

Michael Moore Agency, New York, NY

Feb 2024 – April 2024

Assistant to Michael Moore

- Scheduled Zoom and phone calls
- Dictated meetings
- Kept InEntertainment Database updated
- Maintained contract and payment records
- Handled correspondence

Olney Theatre Center, Olney, MD

Sep 2022 – Sept 2023

Interim Company Manager

- Contracted as Company Management Apprentice (September 2022)
- Acting Company Manager (September 15 – November 14, 2022)
- Served in the role of swing technician for internationally acclaimed production of *Beauty & the Beast* directed by Marcia Milgrom Dodge (November–January)
- Track payroll and mail Equity Report and Dues check
- Ensure terms of contracts are upheld and Assisted with contract writing
- Provide hospitality needs
- Coordinate and schedule Guest Artist Travel and Accommodations
- Serve as the emergency contact for Guest Artists and fellow apprentices

Peninsula Players Theatre, Fish Creek, WI

Administrative Intern

May 2022 – Sep 2022

- Worked primarily as a box office associate handling ticket sales and patron needs
 - House managed for evening performances and Sunday Matinees
 - Coordinated with Business Manager on social media content
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EDUCATION

Oklahoma City University, *Ann Lacy School of American Dance and Entertainment*

Sep 2018 – May 2022

Bachelors of Science, Entertainment Business

Minor, Directing

SKILLS

Software: Microsoft Office, Google G Suite, Canva, Adobe Sign and Acrobat, Wix, Survey Monkey, Zoom

Training: Directing & Collaboration w/ Michael Arden, Directing 101 w/ Laura Gordon, CPR/First Aid, Static & Moving Light Board Operation

Creative: Musical Theatre, Trained Vocalist, Basic Music Literacy

Amazing people skills, Team player, NY Driver's License