

# MARCINA ZACCARIA

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## ADMINISTRATION

### **THEATER PIZZAZZ.COM**

2013-present

*Administrative Assistant and Writer*

- Wrote artist profiles, Broadway, and Off-Broadway reviews for a website, available at [www.theaterpizzazz.com](http://www.theaterpizzazz.com)
- Made reservations with press representatives. Confirmed with writers. • Maintained Google calendar.
- Forwarded photos press kits to reviewers. Posted to social media (Facebook, Twitter, Instagram) during Tony Awards

### **NY INTERNATIONAL FRINGE FESTIVAL**

*Box Office Manager at The Cherry Lane Theatre*

August 2011 & August 2012

- Coordinated with company representatives from seven shows and reconciled ticketing reports
- Sold participant tickets, flex pass tickets, discounted tickets, and full price tickets to walk-ins
- Managed shifts of volunteers, giving instruction about will call tickets and lobby protocol
- Gave daily reports at Fringe Central, updating the Artistic Director about audience flow

### **ROUNABOUT THEATRE CLUB**

*Fundraising Assistant*

January 2010 –March 2010

- Sold a high volume of tickets to potential subscribers, arranged renewals for returning subscribers
- Answered telephone inquiries about subscription services and theater policies
- Processed all credit card sales and verified sales information

### **LYNN KRESSEL CASTING**

*Law & Order, Law & Order SVU, Conviction*

*Casting Intern*

September – December 2005

- Sorted and maintained submissions from agents; requested materials from agents and cued tapes
- Proofread deal memos and verified actor eligibility
- Faxed materials, filed tapes and submissions, photocopied sides, updated revised scripts
- Received actors, maintained sign-in sheets, screened mail, and answered phone inquiries

### **MANHATTAN THEATER CLUB**

*Audience Services Assistant*

June 1996 –Jan. 1998

- Answered telephone inquiries about subscription services and theater policies
- Upgraded and designated seating for subscribers; accepted renewal orders
- Processed a high volume of ticket exchanges, sold single tickets and subscriptions
- Developed Ticket Services Training Manual for new employees

### **STAGE DIRECTORS AND CHOREOGRAPHERS FOUNDATION**

*Assistant to the Executive Director*

July 1995- June 1996

- Coordinated aspects of the 12<sup>th</sup> Annual Gala, honoring Bernadette Peters
- Supervised and scheduled volunteers and interns in day-to-day operations
- Organized and assisted in programming of roundtables and seminars
- Handled subscription database for *The Journal*, a bi-annual publication

### **LINCOLN CENTER FOR THE PERFORMING ARTS INC., SUMMER FESTIVAL**

*Assistant to the Associate Director/ Contemporary Programming*

May – August 1994

- Acted as a liaison between artists, production crew, and administration
- Proofread, compiled, and assisted in design of *Stagebill* programs
- Coordinated airline and hotel reservations for visiting artists
- Drafted letters, processed personnel forms, planned staff events

## **DIRECTOR**

### ***Selected Credits***

A Digital Stratosphere Platform for Peace	by Marcina Zaccaria	Dixon Place	2016
Arrest, from Bossy Wang Unbound	by Glenda Frank	13 <sup>th</sup> Street Repertory Company	2016
Flowers for Dan	by Katharine Henner	Theaterlab	2016
Birds	by Marcina Zaccaria	The Brick Theater	2014
Revolution, An Artistic Explosion	by Marcina Zaccaria	Short Play Lab	2012
The Crucible	by Arthur Miller	Columbia University	2006
A Dream Play	by August Strindberg	Columbia University	2005
Three Sisters	by Anton Chekhov	Columbia University	2004
The Catch	by Bertolt Brecht	Columbia University	2004
Not Like Crocker	by Chris Widney	Metropolitan Playhouse	1998
Macchinista	by John Poglinco	Soho Rep & Ohio Theater	1997
Icebox	by J.R. Riddick	Soho Rep Summer Camp	1997
The House of the Famous Poet	by Holly Wilson	HERE Arts Center	1996
Evolving	by Marcina Zaccaria	HERE Arts Center	2000
Baby Talks	by Lizzie Olesker	Pulse Ensemble Theater	1996
Again and Again	by Chris Van Strander	Producer's Company	1999
Message	by Stephen Nedlin	Director's Company at NYU	1996
Crowbar	by Mac Wellman	Studio Theater at NYU	1995

### **Staged Readings & Workshops**

Village, My Home	by Marcina Zaccaria	The Times Center	2017
Artemisia	by Marcina Zaccaria	New Perspectives Studio	2015
O Rumbles of Joy!	by Robin Rice Lichtig	45 Bleecker Street/ Planet Connections	2012
Elegy for Lena and Eadette	by David Varquez	New Dramatists	2001
The Asthma Conspiracy	by Chris Talbott	Theater for the New City	2001
Confessions of an Old Man	by Maya Milanovich	Director's Company at NYU	1999
Rum and Cola	by Judith Rudakoff	ATHE Conference	1998
Entrepreneurs	by Lonnee Hamilton	Packawallop Productions	1996

### **Assistant Director**

The Beautiful Lady	dir. Elizabeth Swados	New York University	1996
Doonesbury Flashbacks	dir. Elizabeth Swados	Playwrights Horizons and La MaMa	1996
Turandot	dir. Joumana Rizk	La MaMa E.T.C.	1997
City	dir. Michael Rupert	NY International Fringe Festival	1997

## **CURATOR**

Salon Lounge at Dixon Place 2016

The Salon featured the theme of Revolution. The Salon featured spoken word artists, theater artists, painters, dancers, filmmakers, and animation artists. The event took place at Dixon Place in NYC. Web info: @revolutionaug20

Salon Radio 2016-2017

Presented writers and directors, including Chiori Miyagawa, Lameece Issaq.. Also hosted broadcasts on CityWorldRadio.com.

## **AFFILIATIONS**

League of Professional Theatre Women 2012-2017

Co-Chair of the International Committee, planner for the Gilder/ Coigney Awards, honoring international women in theater

New York Musical Theatre Festival 2012-2017

Served as a Reader; read scripts, gave information about the book, music and lyrics, and gave recommendations for the Festival.

NY International Fringe Festival 2012

Served as an Adjudicator; read scripts, rated projects, discussed work with panelists, and gave recommendations for the Festival.

Soho Rep Writer/ Director Lab 1999-2000

Participated in a lab that developed new plays by emerging writers and directors.

Director's Company at NYU 1996-2002  
Directed and developed numerous staged readings and performances written by students in NYU's Dramatic Writing Program.

## **PUBLICATIONS**

Theater Pizzazz 2013-2017  
Wrote artist profiles and Off-Broadway reviews for a website, available online at [www.theaterpizzazz.com](http://www.theaterpizzazz.com)

The Theatre Times 2016-2017  
Editor of the Theatre and Opera Section of The Theatre Times. Coordinated articles for a team of writers.

Howl Round 2014-2016  
Wrote four articles, including "Performance Art at the UN Conference" and "Bolshoi Ballet at The Lincoln Center Festival"

Café Onda 2014-2016  
Wrote articles for the Latina commons of Howl Round, including a story featuring the work of Colombian Artist Patricia Ariza

Stage Buddy 2015-2016  
Wrote dance reviews for events including DANCENOW, available online at <http://stagebuddy.com/reviews/review-dancenow>

Brooklyn Rail 2015-2016  
Wrote articles about Broadway Set Designer Mimi Lien & Andrew Ondrejcek, Director of YOU US WE ALL at BAM

Indie Theater Now 2014  
Wrote "The Revolution Plays" available for sale on Indie Theater Now

interJActions: Monologues at the Heart of Human Nature, Volume II 2012  
Two monologues are published in this series, available on Amazon.com

Dancers Over 40 2011  
Wrote an article featured online honoring the original dancers of "West Side Story"

Fourth Annual chashama Film Festival 2011  
Profiled ten of the artists featured in the festival. Wrote articles and compiled responses online

NY Casting Magazine 1992-1994  
Wrote theater and book reviews including "Tao of Voice"  
Wrote weekly "Word on the Street" column that chronicled theatrical events, articles available upon request

## **CONFERENCES & RESIDENCIES**

Artist Residency at chaNorth 2012  
Participated in a one month writer's residency in Hudson Valley at chaNorth, part of chashama. Developed a full length play about a Baroque painter.

MICHA Conference 2012  
Participated in a one day conference called The Theater of the Future, created by MICHA, the Michael Chekhov Association. Shared opinions on Michael Chekhov's work in relationship to movement and ensemble.

## **EDUCATION**

MFA Theatre Arts Directing, Columbia University, School of the Arts 2006  
BFA Major in Drama; Minor in Journalism, New York University, Tisch School of the Arts 1995

## **SKILLS & INTERESTS**

Stage Management on over 10 off-off Broadway shows  
Assisted with flyer and postcard distribution for upcoming downtown theater at HERE Arts Center  
Marketing e-blasts using Facebook, Twitter and other social media programs  
Database systems including Microsoft Access, Raiser's Edge, Salesforce, Donor Perfect, Survey Monkey, IMPAK, ENCORE  
Knowledge of MS Office (Word, Excel, Outlook, Power Point, Publisher), Wordpress  
Movement studies including Yoga, Alexander Technique: Studies in Contemporary Music Composition and Musical Theater