



ANNE WENTWORTH

www.annekwentworth.com
anwentworth@gmail.com

SKILLS

- Excellent written and oral communication
- Attention to detail
- Ticketmaster & TM One software
- NLIVEN software
- Microsoft Office programs
- Filemaker systems
- Processing online and manual payments

THEATRE ARTS PROFESSIONAL

Creative • Motivated • Skilled

PRODUCTION CREDITS

Guildhall School of Music and Drama, London, GB Sept 2019 - Present
Perceptions: Contact.....Producer/Director
The Raven, the Pigeon and the Parakeet.....Producer/Designer/Performer
The Hours.....Producer/Production Manager

WORK EXPERIENCE

Sonia Friedman Productions, New York, NY Jan 2018 - Sept 2019

Ticketing Associate, Harry Potter and the Cursed Child

JOB RESPONSIBILITIES

- Directly supported Director of Ticketing and Revenue
- Compiled and contributed to all ticketing and availability reports
- Transcribed and distributed minutes from ticketing and programming meetings
- Monitored house seat demand and release holds
- Conducted further wrap analysis and ticket re-pricing based on sales trends
- Processed all house seat orders from producers, cast, industry and press
- Coordinated ticketing for Opening/Invited Dress Nights and all TONY Award Voters
- Assisted other departments (Marketing, Company Management) as needed

The Booking Group, New York, NY 2015-2018

Equity Tour Associate

JOB RESPONSIBILITIES

- Supported company President and Vice President, performing critical tasks with efficiency
- Communicated effectively and professionally on behalf of company President
- Prepared and distributed daily ticketing reports to investors/producers
- Managed all scheduling (meetings, transport, etc.) and coordinated all company travel
- Facilitated mailings and marketing materials
- Reconciled company finances monthly
- Maintained and updated company records/databases daily, weekly and monthly
- Arranged and distributed company and client gifts

The Broadway League, New York, NY 2012-2015

National High School Musical Theatre Awards Assistant

JOB RESPONSIBILITIES

- Assisted and supported the Executive Producer, relaying information to team members
- Managed correspondence and scheduling leading up to and during award week
- Served as on-sight coordinator during award week
- Coordinated deliveries, press and celebrity arrival and ticketing assignments
- Processed and documented all sponsorship donations and pledges
- Logged nominee contact information and tracked procedural forms and waivers
- Generated individual invoices and donation tax acknowledgement letters

Membership Associate

JOB RESPONSIBILITIES

- Developed and facilitated program and conference planning
- Processed over \$2,000,000 in member dues annually
- Maintained accurate records of membership for 700+ members

EDUCATION

Guildhall School of Music and Drama, London

Master of Arts in Collaborative Theatre Production and Design (2019-20)

University of Sioux Falls, South Dakota

Bachelor of Arts in Communication Studies and Theatre, Art and English Literature (2008-12)