



MAISIE CHAN

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maisiechan.com 

EDUCATION

MA COLLABORATIVE THEATRE PRODUCTION & DESIGN

Guildhall School of Music &
Drama
Sep 2019 - Sep 2020

BS BUSINESS ADMINISTRATION MANAGEMENT BA THEATRE ARTS TECHNOLOGY

Chapman University
Aug 2008 - May 2012

SKILLS

PROFESSIONAL

Project Management
Leadership
Budgeting & Planning
Time Management
Communication
Independent
Team Player
Creative Problem Solving
Customer Service
Detail Oriented
Adaptability
Reliability
Multitasking

TECHNICAL

PC & Mac Operating Systems
Microsoft Office Suite
Adobe Photoshop & Illustrator
G Suite
iWork Suite
iMovie
QLab
HTML5
Slack
Social Media
First Aid & AED Certified (USA
& UK)
IPAF Mobile Vertical (3a)
Certified

WORK EXPERIENCE

PROJECT COORDINATOR

Disney Parks Live Entertainment
Glendale, CA / Mar 2015 - Jan 2016, Dec 2016 - Aug 2019

- Maintained and updated calendars, schedules, meetings, budgets, and status reports for the production lifecycle of assigned projects for Tokyo Disneyland Resort, Disneyland Resort, and Shanghai Disneyland
- Interacted and assisted Executives, Producers, Production Managers, Creative Directors, Technical Directors, consultants, and vendors throughout various stages of the creative development and production process
- Fulfilled administrative assignments such as research, accurate note taking, storing creative materials, setting-up visual support tools and presentation materials, preparing authorizations and purchase orders, and booking travel

TALENT CASTING COORDINATOR

Disney Parks Live Entertainment - Talent Casting & Booking
Anaheim, CA / Feb 2013 - Mar 2015, Sep 2016 - Dec 2016

- Coordinated and monitored talent/character auditions, ranging from 5-1000 people, while providing support to the Casting Directors and creative team
- Organized and managed auditions, booked venues, staff, and equipment, and issued payments through SAP for various entertainment vendors
- Prepared and created contracts and work authorizations with the understanding of artists unions (AGVA, AFM)

ENTERTAINMENT MANAGER

Disney Parks Live Entertainment - Shanghai Disneyland
Glendale, CA / Shanghai, China / Jan 2016 - Aug 2016

- Oversaw coordination, integration, and supervision of all show elements including performers, technicians, costuming, and maintenance for two entertainment venues: Meet Mickey and Marvel Universe
- Acted as a liaison between vendors, consultants, and internal departments
- Provided in-venue training to Cast Members and monitored and ensured Disney standards while ensuring exceptional guest service
- Managed and tracked all scenic and equipment shipments from packing in United States and arriving at customs in China

FREELANCE

Rehearsal & Production Stage Manager
Anaheim, CA / Jan 2013 - Nov 2014

- Assisted stage directors, talent, and production teams to help produce collaborative art by organizing rehearsals and show calling:
 - *Seussical Jr.* - The Attic Community Theatre, Oct - Nov 2014
 - *Legally Blonde* - The Attic Community Theatre, Sep - Oct 2014
 - *Annie Get Your Gun* - The Attic Community Theatre, Mar - Jul 2014
 - *Thoroughly Modern Millie* - Brea Curtis Theatre, Aug - Oct 2013
 - *Hairspray* - Musical Theatre Orange County, May - Aug 2013
 - *Thoroughly Modern Millie* - The Attic Community Theatre, Apr - May 20
 - *The Experiment* - SCR featuring Actor's Circle Ensemble, Jan 2013