

## Dan Mellitz

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### EDUCATION

The University of the Arts	B.F.A. Theatre Arts.	2006
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### CERTIFICATION

Crowd Manager Training Program Certificate – MA	2020
OSHA - Mobile Elevated Work Platforms Certification	2023
OSHA - Forklift Operator Certification	2023
(in Progress) Event and Wedding Planning Cert. - QC Career school	2024
(in Progress) Luxury Wedding and Event Planning Cert. - QC Career School	2024
(In Progress) Festivals and Live Events Cert. - QC Career School	2024

#### Rye Venues Event Manager (August 2024 - Current) Part-Time

- Oversee day of space coordination for each of the venues. Work alongside Day of Coordinator for events and oversee day of needs when DOC is not onsite.
- Make sure spaces are properly set up according to plans, and everyone is where they should be. Close at the end of Day.

#### Local IATSE Union 26 – MI Overhire worker (2023-current)

- Overhire work at various venues around the state. Van Andel Arena, Miller Auditorium, Devos Place, etc.
- Job dependant, but anything from acting as loader or pusher for the trucks to helping individual departments load in their equipment.

#### Coopersville School District– MI Performing Arts Center Manager (2021-2023)

- Oversee the maintenance and upkeep of all equipment and facility repairs in the 765 seat venue
- Field all rental inquiries, create budgets and contracts for each event. Make sure each one is staffed accordingly.
- Oversee online and in person box office and box office volunteers. Cash out each night and prep for following day events.
- Oversee all theater space social media. Facebook, Website upkeep etc.
- Manage a crew of paid student employees for each event. Scheduling and timesheets.
- Manage Centerstage Theater budget.

#### Mass. College of Liberal Arts - Technical Director (Spring Semester TD 2021)

- Oversee all technical needs of the school in the theater department.
- Clean and maintain the scene shop and theater from the covid shut down which included major steam damage and an urgent safety inspection.
- Build scenery for two covid safe shows and oversee College student workers.
- Work with the Design Faculty and their students.

#### Firehouse Center for the Arts – MA Technical Director/Production Manager (2019-2020) - Lost due to Covid-19

- Manage and oversee all technical aspects and safety of the theater, rehearsal and shop spaces
- Oversee long term projects for all production spaces
- Oversee all overhire in the shop and on the design and production teams.
- Oversee all hiring for each show from cast to designers and production team. Creating contracts, budgets and schedules.
- Manage the space calendars
- Oversee all concerts from initial conversations, hospitality and space maintenance, to in person show prep and acting as host for special guests. Making sure everyone was paid by the end of each event.

#### Nantucket Dreamland Foundation – MA Technical Director (2018-2019)

- Manage all technical aspects of the Dreamlands 3 performances spaces, event spaces and front of house.
- Manage all technical needs for all touring acts such as Ingrid Michaelson, The Weight Band, and the Vienna Boys Choir.
- Lighting Design & AV for the above events, as well as the Page to Stage Series, Nantucket Comedy Festival, venue rentals and more.
- Oversee the \$250,000 facilities budget. Monitoring state inspections, coordinating repairs with contractors and movie schedules.
- Act as caretaker, repairing any basic facilities needs that didn't require a contractor.
- Maintain all theater related equipment. (Lighting, sound, tools, etc)