

**MELISSA BONDAR**  
**756 GARDEN STREET**  
**RAHWAY, NJ 07065**

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**Website -- Portfolio -- LinkedIn**

**Melissa.Bondar@gmail.com**

**PERFORMANCE DIRECTOR**

**Big Apple Circus**

New York, NY - Tour (9/17-4/19)

- Oversaw artistic department and show builds from initial idea through end of tour.
- Maintained artistic integrity of show throughout tour season.
- Oversaw all scheduling. Organized and executed all PR.
- Wrote all necessary reports.
- Developed artistic department budget in conjunction with Production Supervisor.

**PRODUCTION STAGE MANAGER/LIGHTING DIRECTOR**

**Mills Entertainment & Gables Grove Productions**

Saratoga Springs, NY - Tour (12/14 - 5/16)

- Supervised all performances and rehearsals.
- Coordinated and assisted in repairing Jim Henson puppets.
- Advanced all light aspects of the show, focused lights and ran lighting console at every venue.
- Completed all necessary stage management paperwork including show reports.
- Maintained inventories of all lighting equipment and ordered supplies as needed.
- Drove 15 passenger van and 26' box truck all over the United States and Canada.

**ASSOCIATE PRODUCTION MANAGER**

**New York City Center**

New York, NY (12/13-12/14)

- Supervised adherence at IATSE and AEA contract requirements.
- Coordinated purchasing, construction and designers for City Center produced performances.
- Hired and supervised all wardrobe staff.

**ASSOCIATE PRODUCTION MANAGER**

**Ringling Brothers and Barnum & Bailey Circus**

Palmetto, FL - Tour (11/12-12/13)

- Oversaw the running of the floor and backstage area for a 200+ cast and crew performance, including an assortment of animals.
- Alternated watching the show from the seats and noting creative aspects of show with the Production Manager.
- Coordinated all aspects of the all-access preshow.
- Responsible for risk control compliance.

## PRODUCTION STAGE MANAGER/ENTERTAINMENT TECHNICAL DIRECTOR

### Holland America Line

Seattle, WA - Shipboard (6/08-9/12)

- Coordinated shipboard management and staff, shoreside management, artists and guest entertainers to ensure smooth production of all performances onboard a 3,000+ passenger ship.
- Managed all performances. Called shows from prompt book.
- Designed cast chat DVD.
- Pioneered efforts to create a fleet-wide stage management manual. Wrote the initial draft.
- Assisted corporate safety management to create the theatrical rigging safety checklist for the fleet.
- Operated VisualStage automation software, GrandMA and ETC lighting consoles, PM1D sound board.

### SELECT FREELANCE STAGE MANAGEMENT CREDITS

<i>Circus 1903</i> (GSM)	The Works Entertainment Tour		6/19-Present
<i>Things That Go Ding!</i> (SM)	Skylight Music Theatre	Milwaukee, WI	2/19-3/19
<i>Sleep No More</i> (SM)	Punchdrunk/Emursive	New York, NY	5/17-9/17
<i>Susannah</i> (ASM)	Opera Roanoke	Roanoke, VA	4/17-5/17
<i>Tenderly</i> (PSM)	Southeastern STI	Hilton Head, SC	3/17-4/17
<i>Fame: The Musical</i> (PSM)	GM Artists	Tour	8/16-1/17
<i>Into the Woods</i> (PSM)	Mill Mountain Theatre	Roanoke, VA	7/16-8/16
<i>The Marriage of Figaro</i> (PSM)	On Site Opera	New York, NY	5/16-6/16
<i>Potted Sherlock</i> (ASM)	Seabright Productions	Tour	12/15-2/16
<i>Ziegfeld's Midnight Frolic</i> (PSM)	Speakeasy Dollhouse	New York, NY	5/15-9/15

### EDUCATION

<u>Degree</u>	<u>Major</u>	<u>Institution</u>	<u>Location</u>	<u>Graduated</u>
A.A.	Accounting	Union County College	Cranford, NJ	In Progress
M.A.	Theatre	University of Sheffield	Sheffield, UK	2011
B.A.	Literature	Richard Stockton College	Pomona, NJ	2006
B.A.	Theatre Production	Richard Stockton College	Pomona, NJ	2005

### ADDITIONAL TRAINING

OSHA 30; First Aid, CPR and AED Certified; NYC Fireguard; Pyrotechnics Safety and Training Seminars; Read Music, Play Trumpet and French Horn, Props, Lighting, Stagehand; Certificates in: Environmental Management, Waste Management, Marine Fire Fighting, Understanding Disabilities, Crowd Management, Cultural Awareness, Fall Protection, Honor-T Rope Rigging, Lock Out/Tag Out Procedures

### REFERENCES

Chris Palm  
Dan Wright

**Contact Info Available Upon Request**

CEO, Big Apple Circus  
Technical Director, Stockton