
Mackenzie Reitz

EDUCATION

Oklahoma City University, Oklahoma City, OK

Bachelor of Science in Dance Management

AWARDS

Outstanding Graduate in Dance Management. Student Professional of the Year. Blue Cobalt Award Most Promising Dance Management Junior. Outstanding Costume Shop Employee

RELEVANT EXPERIENCES

Company Manager / Production Stage Manager, Oklahoma City University **March 2021 – June 2022**

- Company Manage and Production Stage Manage the American Spirit Dance Company in the Ann Lacy School of American Dance and Entertainment, working closely with Director Jo Rowan to make artistic vision come to life
- Maintain, update, and enforce company dancer contracts and *Company Rules* for 100+ members. Provide support to the Director and choreographers of all productions as they prepare students for professional productions.
- Coordinate, organize, and maintain company callboard and production notebook. (Entails assisting the director by organizing the company roster and casting roster, preparing sign-in sheets, and coordinating and posting rehearsal and performance calls.)
- Assist Producer, Director, and/or designee(s) in creation and execution of the technical aspects of productions.
- Coordinate and conduct all technical rehearsals. (Entails creating technical and cue sheets, running orders, headset schedules, and load in/strike plans for all productions.)
- Facilitate company auditions. Stage manage all ASDC productions. Call cues and maintain productions.
- Oversee and supervise work study student staff; in construction and maintenance of props for productions, direction of daily assignments, training on specific tasks such as making copies, maintaining studios, etc; annual evaluations of student work, and verify and approve student employee time sheets each pay period.

Key Leader, Educator, Lululemon

November 2019 – March 2021

- Facilitate employee management by operating efficient floor coverage to support the education of guests' journeys
- Create value at every point in each guest's journey by focusing on authentic connection through product education
- Supports the company purpose and vision statements through daily tasks and assignments
- Practices leading self, others, and organization to deepen self-knowledge, elevate others, and drive results
- Performs checklist ensuring building safety as per the requirements from Lululemon

Costume Technician, Orlando Repertory Theatre

October 2019 – March 2020

- Perform alterations on costumes and costume pieces as dictated within the costume alteration bible
- Assist in following costume build schedule with mockup building and altering to create performance costume
- Continue to maintain shop organizational systems for supplies, stock costumes, show costumes, and paperwork

Teaching Artist, Orlando Ballet- Orlando, FL

January 2020 – March 2020

- Prepared and led dance classes for students in Orlando schools following ABT's Project Plie syllabus
- Taught students dance classroom etiquette.

Asst. Costume Shop Manager/ Wardrobe Crew Head, Costume Shop, Oklahoma City University **January 2016 – May 2019**

- Utilize logistic and project management to facilitate renovation of shop, streamlining equipment layout and storage workstations to increase efficiency, secure materials, and evaluate existing inventory effectively
- Design, create, build and alter costumes and costume pieces for an average of 100 performers per academic year
- Coordinate and lead performer costume fittings (average of 75 fittings per week)
- Coordinated organization of costumes for performers on tour and at home with American Spirit Dance Company

Intern, Operations & Administrative staff, Jo Matos, Joffrey Ballet, NYC

Summer 2017

- Prepared facilities including rolling out and storage of dance flooring, ballet barres and other equipment
- Created relationships with studio personnel, learning facility internal operations to resolve any problems efficiently
- Coordinated class logistics, created student attendance sheets, and weekly schedules from master schedule and recorded attendance (*average of 140 students per week with 5 cohorts rotating throughout the summer*)

SKILLS AND INTERESTS

Proficient in Microsoft Word and Excel. Communication, budgeting, logistics. Performance experience. Sewing. Travel.