

Sarah Jane Schostack

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Artistic Administration Experience

Administrator-HighTide Theatre

Feb 2024-Present

London and Ipswich, United Kingdom

Returned to HighTide to support administrative efforts on recruiting and hiring processes for two new positions.

- Monitoring and responding to correspondence pertaining to the recruitment efforts
- Scheduling interviews for candidates and panel
- Creating candidate paperwork and distributing materials to panel
- Facilitating interviews in person for each position

Literary Assistant (International)-Finborough Theatre

London, United Kingdom

April 2023-Present

Literary assistant with a focus on international activity at the acclaimed new work theatre under Neil McPherson

- Read scripts submitted as assigned
- Send weekly recommendations to Neil for scripts to be requested by international playwrights
- Monitor theatrical new writing activity in the US, Canada and other major international markets
- Provide feedback on submitted scripts as required

Literary Associate-HighTide Theatre

April 2022-June 2023

London and Ipswich, United Kingdom

Literary staff member at national portfolio organization focusing on playwrights in the East of England under artistic director Clare Slater

- Ran national new play commission scheme in partnership with WGGB
- Provided dramaturgical support to commissioned playwrights and associate artists
- Produced new writing programming for artists development
- Produced readings and workshops of scripts under commission with various producing partners
- Created and producer initial phases of Playwrights East
- Participated in creation of application for Arts Council England

Artistic Producer-The Playground Theatre

April 2023-June 2023

London, United Kingdom

Producing member of artistic department under artistic director Anthony Biggs

- Responsible for season planning and programming
- Organisation of script development and coordination
- Producing, budget management and supervision of in house projects
- Coordinating and administrating guest artists and rental of space
- Actively produce activities in the space and within touring productions on behalf of the theatre

Assistant to Artistic Director-NewArts

March 2014-August 2018

Newtown, CT

Assisted Artistic Director Michael Unger in producing of each two-show summer season at NewArts, a youth theatre founded in response to the Sandy Hook Shooting tragedy to serve and heal the Newtown community.

- Organized casting of 250 students
- Oversaw staff and casts as needed
- Coordinated parent volunteer network
- Communicated with venues and personnel
- Worked directly with students suffering from trauma
- Assisted in hiring/staffing of all departments
- Scouted musicians for orchestra
- Managed music and script materials

Artistic/Education Season Intern-New York Theatre Workshop September 2013-June 2014
New York, NY

Served as dual intern to the artistic and education offices of New York Theatre Workshop

- Covered script for new literary submissions
- Created educational content to accompany mainstage shows
- Managed application process of 2050 Fellows
- Assisted in producing weekly reading series

Assistant to Associate Artistic Director-Hangar Theatre May 2012-January 2013
Ithaca, NY

Served as intern to Associate Artistic Director Stephanie Yankwitt and Artistic Director Peter Flynn in the Hangar Theater administrative and producing offices.

- Scheduled and coordinated meetings
- Handled recasting needs
- Supported company management
- Managed and scheduled Lab Company directors, designers, and actors
- Corresponded with season ticket holder

Casting Assistant-Variou Projects May 2012-September 2014
New York, NY

Assisted CSA Stephanie Yankwitt in casting for TV, Film, and Theatre.

- Corresponded with agents and managed
- Facilitated large casting calls
- Scheduled auditions and callbacks
- Managed audition materials

Select Professional Directing - Full Productions	*Denotes World Premiere	** Upcoming
<i>Spin</i> **	Gilded Balloon, Edinburgh Fringe, Edinburgh UK.	4 weeks
<i>Spring Awakening</i>	John W. Engeman Theatre, Northport, LI	2 weeks
<i>It's a Wonderful Life</i>	Sheboygan Theatre Company, Sheboygan, WI	3 weeks
<i>Singin' In the Rain</i>	Ngau Chi Wan Civic Centre, Hong Kong, China	1 week
<i>James and the Giant Peach</i>	Barrington Stage Company, Pittsfield, MA	2 weeks
<i>Urinetown the Musical</i> [^]	Lost Nation Theater, Montpelier, VT	3 weeks
<i>What I Left Behind</i> * (Winner, Best Short Play)	Hudson Guild Theatre, New York, NY	2 weeks
<i>Junie B Jones, The Musical</i>	Cider Mill Playhouse, Endicott, NY	3 weeks

Select Associate/Assistant Directing

<i>Habibti Driver</i>	Octagon Theatre, Bolton, UK (Dir. Sepy Baghaei)
<i>The Last Five Years</i>	Garrick Theatre, West End, London, UK (Dir. Jonathan O'Boyle)
<i>Barbarians</i>	Guildhall School, London, UK (Dir. Filter Theatre Company)
<i>Gone Too Far!</i>	Guildhall School, London, UK (Dir. Tristan Fynn-Aiduenu)
Taylor Mac's <i>The Fre</i> *	The Flea Theatre, New York, NY (Dir. Niegel Smith)

Select Production Assistant

<i>Best, Worst, Thing..</i>	Documentary Film (Dir. Lonny Price)
<i>Scenes From a Marriage</i>	NYTW, New York, NY (Dir. Ivo van Hove)
<i>NYTW Benefit Gala</i>	Plaza Hotel (Dir. Hannah Ryan)
Tony Awards: <i>Company</i> Cast Number	Beacon Theater, New York, NY (Dir. Lonny Price)

Positions Held

Literary Assistant-International	Finborough Theatre, London, UK (current)
Script Reader	National Alliance of Musical Theatre (NAMT)

Script Reader
MTC Directing Mentor

Eugene O'Neill Theatre Center New Play Conference
Barrington Stage Company, Pittsfield, MA (Sup. Adam Pelty)

Education (*Acting and Full Directing Resume Available Upon Request*)

MFA, Theatre Directing Birkbeck, University of London, UK
Distinction, Graduated Dec 2022

BA, Drama Ithaca College, Ithaca, NY
Magna Cum Laude, Theatre Arts Distinction

Moscow Art Theatre Semester Moscow Art Theatre, Moscow, Russia

Awards/Distinctions

New Musical Observing Fellow, National Alliance for Musical Theatre 2019

Best Musical, Broadway World Regional Awards, Vermont 2019 (*Urinetown, the Musical*)

Best Short Play, Hudson Guild Winterfest 2018 (*What I Left Behind*)

Semi Finalist, Take Ten Fest 2015 (*Manere Fortis*)

Samuel French Finalist 2015 (*No Stranger There*)

CRY HAVOC Theatre Company "Cornerstone" Award 2013



Associate Member of the Stage Directors and Choreographer's Society