

Nicki Bourgo

Stage Manager, Theater Technician, Sound and Light Technician
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Experience

Production Assistant, World Race Productions, Inc., Los Angeles, CA

June 2014

- Coordinate with production crew and talent to ensure filming continue on time for season finale of Amazing Race 26
- Assist with managing talent's transportation for filming
- Drive Los Angeles race route with production team to ensure accurate drive time for talent during filming
- Pre-check filming locations checking for camera crew

Stage Manager, The John Kerwin Show, Encino, CA

March 2013

- Manage all crew and show guests making appearances on set
- Coordinate with audience wranglers to ensure house is full and is knowledgeable of taping requirements
- Track show timing for host and guests during rehearsals
- Provide all cues for lights, sound, audience, guests, and host
- Assist in load-in and strike of set

Production Assistant, VAHS Entertainment, Los Angeles, CA

January 2013

- Attend all rehearsals and production days
- Coordinate with production crew and actors to ensure filming continue on time
- Manage all child actors on set – including organizing meal breaks, monitoring working hours, and wrangling on and off set
- Assist director and producer with time lines and availability of actors

Stage Manager, Imago Theatre, Portland, OR

September 2011 – January 2012

- Attend all rehearsals and performances as necessary for *Zugzwang* and *ZooZoo*
- Maintain cue script to include performers' positions on stage, props, sound, and lighting requirements for each scene
- Coordinate with director and ASM to supervise backstage running crew and offstage actors
- Create and maintain all running paperwork for performances, including pre/post show checklists and show run order
- Problem solve any issues that arose during run of show, including: lighting adjustments, torn costumes, broken props, audio adjustments, and arrival failures
- Manage actors and crew to ensure prompt arrival times for both rehearsals and shows
- Coordinate with front of house, technical crew, and actors for calling places and opening house for beginning of show

Assistant Stage Manager, The Theatre at Boston Court, Pasadena, CA

April 2010 – June 2010

- Attend all rehearsals, stumble throughs, run throughs, and performances as necessary for *The Twentieth Century Way*
- Hold script for rehearsals and assist the stage manager and actors in taking line notes and blocking notes. Communicate these notes to stage manager, director, and actors to be included in nightly rehearsal reports
- Coordinated with stage manager to oversee other backstage running crew, as well as create and maintain all running paperwork for performances, including pre/post show checklists and show run order
- Ensure backstage and stage is kept clean and organized. Label all props tables and shelves clearly and safely; ensure all fire lanes are kept clear at all times, and all fire doors are kept closed when possible

Theater Technician, Center for the Arts, Malibu, CA

August 2005 – July 2009

- As needed, run light board, sound board, spot lights, and act as stage manager during various performances
- Oversee various companies and performances as staff deck and stage manager
- Coordinate with talent and companies on and off stage with loading and strike, as well as assist with talent to ensure that the performances run smoothly
- Prepare and assist with various theater, music, comedy, and lecture events
- Shows worked include:

Deck/Stage Manager:	Venue	Location	Year
<i>Songfest "On the Job"</i>	Center for the Arts	Malibu, CA	2009
<i>Red Grammer Performance</i>	Center for the Arts	Malibu, CA	2009
<i>Tommy Tune Performance</i>	Center for the Arts	Malibu, CA	2009
<i>Press Play Performance</i>	Center for the Arts	Malibu, CA	2009
<i>Bebe Neuwirth Performance</i>	Center for the Arts	Malibu, CA	2009
<i>Manding Jata Performance</i>	Center for the Arts	Malibu, CA	2009
<i>Pilobolus Performances</i>	Center for the Arts	Malibu, CA	2009
<i>Luma, Theater of Lights</i>	Center for the Arts	Malibu, CA	2009
<i>Stephen Schwartz Performance</i>	Center for the Arts	Malibu, CA	2009
<i>Frogz – Imago Theater</i>	Center for the Arts	Malibu, CA	2009
<i>Roger McGuinn with Tom Petty</i>	Center for the Arts	Malibu, CA	2008
<i>Randy Travis Performance</i>	Center for the Arts	Malibu, CA	2008
<i>Who's Live Anyways? Performance</i>	Center for the Arts	Malibu, CA	2008
<i>Garrison Keillor Performance</i>	Center for the Arts	Malibu, CA	2008

Lighting Technician:	Venue	Location	Year
<i>Flying Karamazov Brothers</i>	Center for the Arts	Malibu, CA	2009
<i>Vienna Boys Choir Performance</i>	Center for the Arts	Malibu, CA	2009
Sound Technician:	Venue	Location	Year
<i>Dance In Flight</i>	Center for the Arts	Malibu, CA	2009
<i>Parkening Guitar Competition</i>	Center for the Arts	Malibu, CA	2009
<i>Forbidden Broadway</i>	Center for the Arts	Malibu, CA	2009

Skills

- *Ability to:* Coordinate to plan wardrobe, scene changes, set design, sound and light. Maintain prompt copy of the script including performers' positions on stage, script changes, as well as props, sound and lights required for each scene. Coordinate and communicate with other staff and performers. Monitor and assist with set up and strike in handling set and equipment installation and removal. Cue performers and supervise fellow technical staff to control sound and light
- Self-motivated; able to set effective priorities and implement decisions to achieve immediate and long term goals and meet operational deadlines
- Strong organizational skills with ability to monitor multiple tasks and ongoing activities
- Capable of organizing projects from initiation through completion; adept at troubleshooting and resolving problems
- Strong leaderships skills with proven ability to motivate, and accomplish short-term and long-term tasks both with groups and individually as well as proven liaison and negotiating skills
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- *Extensive Knowledge of:* Sound equipment, rigging equipment, focusing lights and changing gels, laying dance floor, general manual labor
- *Intermediate Knowledge of:* Lighting board and equipment, soundboard and equipment, stage carpentry

Education

Pepperdine University, Malibu, CA

August 2005 – July 2009

- Bachelor of Arts Degree in Advertising with a Multimedia Design minor
- **Pertinent coursework;** Advertising Campaign Management, Account Planning and Research, Copywriting and Layout, Computer Graphic Design, Multimedia Production and Authoring, Communication and Advertising Research, Mass Communication Law, Message Creation and Effects, Communication Theory and Ethics

Activities:

- Member of the Gamma Phi Beta sorority, Philanthropy Chair (2005-2006; 2007-2008)
- **Major Projects;** Participated on a team to develop and execute an advertising campaign for Joy's Chocolates, an LA based business, concluding with a pitch to the client
- Fully developed and marketed an urban/independent culture magazine, created by myself - including design and layout of physical magazine

Pepperdine University, Heidelberg, Germany

July 2006 – May 2007

- Experienced art, history, and European culture firsthand
- Studied German language, history, art, and culture