

# Jaimee Harmon-Taboni

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## EDUCATION

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**University at Buffalo** — *summa cum laude*

August 2015 - May 2019

B.F.A. Theatre Performance, Minor in Political Science

- University at Buffalo Presidential Scholar, Honors College Scholar

## WORK AND TEACHING EXPERIENCE

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**McCarter Theatre Center - BOLD Artistic and Office Assistant**

September 2023 - Present

- Supports the general operations of the Artistic Department
- Member of BOLD Theater Women's Leadership Circle, an initiative that mentors future artistic leaders
- Organizes and attends institutional casting sessions (including season EPAs) and ensures internal ArtsVision database is up to date with casting details and other relevant information
- Maintains an accurate and detailed calendar for Artistic Director and Executive Director as needed
- Facilitates the processing of Executive and Artistic invoices and expenses
- Liaises with various departments to ensure continuous cross-functional support

**McCarter Theatre Center - Teaching Artist**

June 2022 - Present

- Crafts and implements various curricula for after-school classes, in-school residencies, summer camps, and community workshops (grades K-12)

*Subjects taught include: Devised Performance, Choose Your Own Adventure Theatre, Wiggle Room, Mystery Drama Theatre, Beginner Mime, Acting for the Camera, Musical Theatre, Shakespeare*

**McCarter Theatre Center - Executive Administrative Assistant**

March 2023 - August 2023

- Served as liaison for the McCarter Board of Trustees
- Provided in-depth administrative support for Artistic and Interim Managing Directors

**The REV Theatre Co. - Actor/Educator/Road Manager**

September 2021 - March 2022

Tour Actor/Road Manager for *Romeo & Juliet* tour and *The Keepers' Voice* tours:

- Responsible for on-site communication between school administration and tour group
- Tracked expenses, kept schedule, and ensured standardized high quality of workshops/tour shows

Educator:

- Taught on-site at schools around central NY (grades 3-12)

*Subjects taught include: Playwriting, Acting for Storytellers, Careers in the Arts, Producing the Play*

**Western New York Kenny Awards Adjudicator**

January 2021 - May 2021

- Provided constructive audition feedback for high school performers
- Assisted in selecting scholarship recipients and candidates for advancement to national Jimmy Awards

## DIRECTING EXPERIENCE

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Healing Voices: Caregiver Stories (Reading)	McCarter Theatre Center	May 2024 (upcoming)
Our Cancer Stories: Resilience in Words (Reading)	McCarter Theatre Center	October 2023
Time to Pretend (Devised Work)	The Peddie School	May 2023 (Asst. Dir.)
Recovery High School: Student Works (Reading)	Premiere Stages	February 2023
When the World Was Green	Katharine Cornell Theatre	October 2018

## SKILLS

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Programs: ArtsVision, Microsoft Office (incl. Microsoft Teams & Stream), Outlook, Slack, Zendesk, Zoom  
Certification: Youth Mental Health First Aid (National Council for Mental Wellbeing)  
Public Speaking, Organization, Stage Management, Classroom Management, Working Remotely