

CARSON LAMBERT (HE/HIM)

COMMERCIAL & NON-PROFIT THEATRE MANAGEMENT

carsonclambert@gmail.com

| 512-550-5829

| www.linkedin.com/in/carsonclambert

EXPERIENCE

Company Management Assistant – *Drag: The Musical*, New York, NY Sept. - Dec. 2024

GM Office: KGM Theatrical

- Managed biweekly hospitality and catering for 25+ person AEA company and 30+ person production/crew.
- Processed all comp orders and house seats with Shubert box office personnel (over 100+ per performance for a 473 seat house). Consolidate STAR statements and distribute daily wrap reports in rotation with CM.
- Oversaw 550+ opening night RSVP correspondences, inclusive of proofreading over 100 seat entitlements/contract clauses, accommodating press, and assisting with a 470+ person seating board.
- Coordinated weekly rehearsal space bookings, negotiated with vendors, and facilitated GM office upkeep.

Management Associate – *Sharon Fallon Productions*, New York, NY March - Sept. 2024

Regional Productions: SPELLS OF THE SEA (at The Kennedy Center) and additional NYC work sessions.

- Performed ad hoc CM duties including employee payroll processing and onsite work session assistance.
- Executed contract redlines across 4 active union rulebooks and dealt 50+ work session offer letters.
- Managed multiple 200+ person work session guest lists, and facilitated relationships with major Off-Broadway venue owner and 10+ ancillary rehearsal studios.

Office Manager & Management Asst. – *Big League Productions*, New York, NY Oct. 2023 - Feb. 2024

Touring Productions: THE CHER SHOW, A CHRISTMAS STORY THE MUSICAL, and LITTLE WOMEN.

- Assisted touring ACM staff with weekly plane/hotel bookings, catered meal booking/arrangements, processing of health insurance claims, and city sheet preparation/research for 3 national tours.
- Completed all touring Checks & Balances setup applications and new hire packages.
- Managed all office functionality inclusive of daily tour package forwarding and office visitations, CM onboarding and keyholder distribution, lessor relations, and IT infrastructure for 15+ employees.
- Led non-union salary and deal term negotiations with 30+ agents via email and real-time phone calls, in addition to redlining and drafting all internal non-Equity performer and management contracts.

General Management Intern – *RCI Theatricals*, New York, NY May - Sept. 2023

Broadway & Touring Productions: HADESTOWN, SPAMALOT, & JULIET, SHUCKED and JAGGED LITTLE PILL.

- Shadowed ACMs for onsite cast/crew/house staff check-ins, statement signing and reconciliations, wrap report distributions, and addressing miscellaneous needs with house management.
- Assisted *HADESTOWN* Broadway ACM with the distribution of internal hiring and onboarding docs, production memos, and company resources via an internal company website hub for show employees.
- Coordinated in-office client meetings, house seat order requests, IT troubleshooting, deliveries/tour forwarding, billing/expense reconciliations, and other office-wide infrastructure systems.

Business Intern - *Manhattan Theatre Club*, New York, NY May - Sept. 2022

Broadway Productions: HOW I LEARNED TO DRIVE and COST OF LIVING.

- Distributed daily recorded box office statements between in-house GM/CM staff and Shubert audit office.
- Audited and reconciled GWBOR/NAGBOR statements to 10+ general ledger accounts, solving reporting discrepancies spanning over \$750k in ticket sales and 160+ performances per fiscal season.
- Assisted HR with payroll processing and distribution for 400+ union and non-union employees.