



JONATHAN STUART CERULLO

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Stage Directors and Choreographers Society | Dramatis Guild of America | Actors Equity Association

[LinkedIn Profile](#) | [Facebook Profile](#)

EXECUTIVE PRODUCER | GENERAL MANAGEMENT

- Accomplished Executive Producer with an entrepreneurial vision and proven track record
- Excellent in collaborating with Board Members | Gala Committees including recruitment, cultivation and sustainability
- Over 30 years' experience in professional theatre
- Award winning Director (*resume available upon request*)
- Highly proficient in theatre arts administration | casting | contract negotiation | budget | scheduling
- Excellent time management skills with capacity to multi task
- Exceedingly well organized and independent worker
- Excellent marketing and community outreach and development
- Outgoing Personality with community outreach and relations
- Maintain a knowledge and understanding of the arts and cultural landscape
- Advanced Computer skills in MAC | Windows 7, Vista, XP / MS Word, Office, Outlook, PowerPoint and Excel, Adobe Illustrator and Photoshop, Google Docs / Calendar / Contacts, SKYPE, Professional Media; Facebook, Twitter, LinkedIn, Instagram

EXPERIENCE

Owner & Operator

JSCTheatricals, LLC

Current

Special Events | Fundraising Galas, | Large-Scale Events | Entertainment Premieres | Lectures, Cocktail Receptions | Gallery Openings | Staged Readings | Full Productions

Clients Include

Columbia University

Wynton Marsalis

Buglisi Dance Theatre

The Theatre Museum

Stage Directors & Choreographers Foundation

Fes Festival Morocco

Garrison Institute

Bill Irwin

Sam Waterston

Abigail Disney

Nobel Peace Prize Laureate; Leymah Gbowee

Philip Glass

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- Work collaboratively with organizations to create, produce, and manage operations including, but not limited to; project management, sponsorship recruitments, premieres, corporate and private events, holiday parties, award ceremonies.
 - Strategized with Fundraising and Development officers for financial improvement, grant cycles, endowment development.
 - Formulate and maintain operational budget.
 - Prepare donor cultivation, event invitations.
 - Create gift acknowledgements and training materials.
 - Create comprehensive event proposals, scripting/schedules/timeline.
 - Create and distribute event and seasonal materials, i.e. newsletters, programs, flyers, announcements, and invitations marketing materials with a knowledge of branding through Adobe Photoshop Design, MS Word and Social Media outlets.
 - Negotiate contracts and coordination of all staff, artists, and personnel.
 - Provide recruitment and supervision of volunteers.
 - Coordinate travel arrangements through Expedia.

- Update and maintain event-specific databases.

Chair

SDC Flea Team [Ongoing]
Stage Directors and Choreographers Foundation
Broadway Cares | Equity Fights AIDS
Currently Raise over \$32,000

Producer

The Joe A. Callaway Award 2016
Stage Directors and Choreographers Foundation
Laurie Beechman Theatre NYC

Executive Producer

American Circus Awards | 2016
Lincoln Center, Big Apple Circus

Producing Director

PANGEA International Performance

NY Foundation for the Arts | 2014

Producing Consultant (Approved AEA Backers Audition)

The Nutcracker and I

The York Theatre Company | 2013

Music: Peter Ilyich Tchaikovsky
Lyrics: Tony Honoree, Gerard Alessandrini
Book: Emmy Award Winner, Peter Brash

Producer | General Manager

Orphan Train, *The Musical*

Grand Central Terminal Centennial Celebration | 2013

Music: Doug Katsaros | Lyrics: Michael Greer | Book L.E. McCullough

- Supervised production team of 75 creatives, technical, production artists
- Maintained operating budget of \$100,000 (came in under budget by 3,000)
- Collaborated with: Metro North Transit Authority, NYC PD, NYC Street Permits, Historic Landmark Status, liability insurance firms, legal materials, publicity, marketing and advertising firms
- Coordinated casting filed union contracts
- Collaborated closely with technical staff and festival personnel
- Vendor negotiations
- Prepared daily Producers Reports

Annual Event Producer

Interfaith Center of New York | Current

- Supervise and administer invitations, mailings, announcements through MS Outlook and Excel 2010
- Maintain membership database with updates, corrections, and additions through MS Excel 2010
- Work meticulously with Executive Director, Development Director and Board Members on special events
- Assist with scheduling and preparation of committee meetings, conference calls, board meetings, and conference room through MS Outlook
- Assist with event budget preparation through MS Excel
- Coordinate logistics, process event registrations, generate confirmations to registrants, make badges, and compile attendance lists
- Conduct Internet searches

Producer

Theatre Museum Awards 2012

Producer / Director

HB Playwrights Foundation | 2010

- Produced and directed readings including casting, scheduling, programs, audience talkback, promotion and marketing

Project Manager

Garrison Institute Festival | 2004

- Coordinated a three-day retreat with media and panel discussions, workshops, international artist's musical/ dance performances and lectures

Producer

Philip Glass Concert / Winter Blessings / St John the Devine | 2001

- Guest of Honor: Architect, Mr. Daniel Libeskind
- Responsible for coordination of all production elements
- Coordinated all activities related to personnel, catering, press, artists, deliveries, venue

Marketing Associate

Hallmark Entertainment | 1998 - 2000

- Coordinated special events, premiere screenings, festivals, awards
- Interacted successfully with celebrities, such as Patrick Stewart (Moby Dick) Isabella Rossellini (Merlin), Vanessa Williams (The Odyssey, TV Miniseries), Bette Midler (Gypsy, TV Special)
- Maintained and prepared all marketing materials directly related to TV premieres
- Maintained department budget and supervisors expense account
- Designed tear sheets for all TV events, i.e. reviews, press, and advertisements

Production Manager

Ice Theatre Of New York | 2000

- Large Indoors Ice Skating Rick & Rockefeller Center Skating Rink
- Ice Show

EDUCATION

Bachelor of Fine Arts

Emerson College; Boston, MA

Dean's List

Minors in Dance, English & Photography

NY Foundation for the Arts Entrepreneurial Program

2011/2012 Alumni

Commercial Theatre Institute

2012 Alumni

Affiliation: Member of OUTProfessionals

2012 - 2015

VOLUNTEER

BROADWAY CARES | EQUITY FIGHTS AIDS

ANNUAL FLEA MARKET

SDC Chairperson

2011 - Current

Grew contributions over four years' growth from \$2,000 to \$12,000

And in 2015 was in top ten highest grossing tables.

30TH ANNIVERSARY EASTER BONNET COMPETITION

Conceive & Directed Tea for Two the Bucket Brigade for You!

CURRENT PROFESSIONAL REFERENCES

Karen Jacobsen
Doris Duke Foundation
(917) 628-8427
kjacobsen.321@gmail.com

Ellen Greely
Mayor's Office City of NY
(914) 525-1505

Mary Jane Brock
Vice Chair Bd. Of Directors
Big Apple Circus
(917) 690-5470

Patricia Birch
Director Choreographer
212 288 6261