

# NICKI ISHMAEL

JUNIOR PRODUCER  
PRODUCTION COORDINATOR

## CONTACT

(510) 847 - 3754

NICKI.ISHMAEL@GMAIL.COM

WWW.NICKIISHMAEL.COM

## EDUCATION

**BACHELOR OF ARTS, MAJOR IN PHOTOGRAPHY**  
UNIVERSITY OF CALIFORNIA, SANTA CRUZ

## SKILLS

- Photography
- Photoshop
- Microsoft Office Suite
- Google Suite
- Social Media Management
- Outlook
- Pipedrive
- 10,000 ft
- Basecamp
- Various ticketing and database management software

## EXPERIENCE

### **JUNIOR PRODUCER/PRODUCTION COORDINATOR**

HUSH | BROOKLYN, NY | FEBRUARY 2016 - PRESENT

- Produce multiple projects for major retail and tech companies, lead teams of freelancers and staff; present, create and maintain client presentations; manage client relationships through direct calls, email and in-person meetings; create budget estimates, manage freelance invoicing and actualize budgets within ideal margins.
- Coordinate production of creative design experiences for major international brands, manage multiple concurrent projects; create and maintain budgets; equipment purchases and rentals; research project specific needs and conceive solutions.
- Manage freelance staffing on all projects company-wide, including maintaining a freelance database, managing outreach, negotiating rates, drafting contracts and onboarding.
- Administer hiring/application process, including scheduling interviews, maintaining applicant database, recording post interview surveys and feedback and leading bi-weekly talent resource meetings.
- Identify vendors based on project specifications, maintain vendor database, and coordinate estimate process.
- Coordinate travel and Award applications

### **BOX OFFICE ASSISTANT MANAGER**

ROUNABOUT THEATRE COMPANY - HAROLD AND MIRIAM  
STEINBERG CENTER FOR THEATRE | NEW YORK, NY |  
MAY 2007- JANUARY 2016

- Processed ticketing requests including managing in-person ticket sales for four Roundabout Company theaters; processing will-call, arranging and authorizing seating assignments based on ticket inventory and member requests; processing house seat requests and troubleshooting any ticketing questions or issues.
- Organized and handled in-person and mailed ticket exchanges for season subscribers and walk-ins.
- Provided flexible and efficient customer service to ensure client satisfaction.
- Processed ticketing, sales, inventory and income reports and collaboratively managed spreadsheets with Company Manager.
- Managed will-call, exchanges and window sales on performance nights.
- Balanced daily sales and income using Tessitura.
- Managed team of Box Office Assistants.

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## INTERESTS

- Art
- Music
- Theatre
- Screen printing
- D.I.Y.
- Sewing
- Biking
- Puppies

### FOUNDER AND CURATOR

CLOUD CITY GALLERY AND ART SPACE | BROOKLYN, NY |  
JANUARY 2013 - PRESENT

- Managed booking and organization of gallery exhibitions, concerts, and theatrical events.
- Organized and administered crowd-sourcing and other fundraising for events.
- Solicited sponsorships and donations from demographically targeted companies.
- Drafted press releases, designed and created promotional materials and participated in interviews with New York publications to promote events.
- Managed online presence, including Facebook, Twitter, and Instagram.

### CURATOR

DEAD HERRING ART SPACE | BROOKLYN, NY |  
NOVEMBER 2007 - JANUARY 2013

- Managed booking and organization of concert, craft fairs, gallery exhibitions, and theatrical events.
- Coordinated production on event days, including running door, sound, and lighting.
- Created and distributed promotional materials.
- Drafted press releases and participated in interviews with New York publications to promote events.

### BOX OFFICE ASSISTANT MANAGER

FRIEND CENTER FOR THE ARTS - JEWISH COMMUNITY  
CENTER OF SAN FRANCISCO | SAN FRANCISCO, CA |  
OCTOBER 2005 - MAY 2007

- Processed all ticketing and subscription requests, including telephone, on-line and in-person sales.
- Supervised will-call and window sales on performance nights.
- Accommodated several internal departments who sold events through the box office, as well as external producers who contract JCCSF box office services.
- Managed and maintained database of 30,000 patron records.
- Analyzed and created sales and attendance reports.
- Balanced daily sales and income using ProVenue.