

TAYLOR NORTON

www.taylor-norton.com | (651) 249.3238 | tay.norton@gmail.com

About Me

I am a people person with expertise in and passion for strategic management, event planning, and logistics implementation in theatre and beyond.

I advocate for the representation and inclusion of artists and others with disabilities ([like me](#)).

Education

B.F.A. in Directing
with High Honors,
University of Michigan
(Ann Arbor, MI)

Internships

Literary Department
The New Group
(New York, NY)
Jan. – Mar. 2016

Artistic Department
Ars Nova
(New York, NY)
Sep. 2015 – Jan. 2016

Artistic Department
Manhattan Theatre Club
(New York, NY)
Aug. 2014 – May 2015

Marketing/Production
Minnesota Fringe Festival
(Minneapolis, MN)
May – Aug. 2013

Leader, *Think Small Institute Project Management, Think Small*

St. Paul, MN | May 2020 – Current

- Manage all Think Small Institute project timelines and budgets, ensuring quality cross-department communication and collaboration.
- Manage external vendors to develop and customize the online presence of the Institute. Website launched with 0 registrants in May 2021; 17,000 registrants as of January 2022.
- The Think Small Institute vision is to become the most trusted guide for early childhood educators as they ensure all of America's children are ready for kindergarten.

Special Projects Assistant, *The Regulatory Fundamentals Group LLC*

New York, NY | May 2017 – Current

- Communications-focused executive assistant for boutique law firm in New York City, responsible for scheduling, correspondence, and office management.
- Lead coordinator and manager of in-person and web-based international legal conferences offered to the nonprofit investment community, with operating budgets of \$10-40K.

Literary Assistant (Temporary), *Manhattan Theatre Club*

New York, NY | Feb., 2020

- Upon invitation, returned to MTC to help support Literary Department during transitional hiring period. Conducted literary research projects, wrote script coverage and provided administrative support.

Festival Line Producer, *ANT Fest 2019 – Ars Nova*

New York, NY | Mar. – Jun. 2019

- Primary hub of participant communication for Ars Nova's renowned annual "All New Talent" Festival. Liaised with Ars Nova staff to disseminate and coordinate all relevant information leading up to the month-long event.
- Supervised on-site festival production operations for 22 theatrical performances.
- Attended weekly coverage meetings with senior Ars Nova artistic staff.

Producing Consultant, *On This Side of the World, Access Theater*

New York, NY | Feb. – May 2019

- Developed a strategic fundraising, marketing, and community outreach plan for implementation by the independent producing team behind *On This Side of The World*, a song-cycle documenting the Filipino immigrant experience in America.

Artistic Director, *Access Theater*

New York, NY | Feb. 2018 – Feb. 2019

- Guided the 27-year-old company in a recommitment to its mission: to foster emerging artists by creating a collaborative and inclusive home for their adventurous work.
- Coordinated all artistic programming running in two venues, totaling 120 seats, and

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In My Spare Time...

Volunteer Crisis Counselor for [Crisis Text Line](#) since 2016.

[Roseville Area Community Foundation](#) board member and website manager.

Freelance [theatrical director](#), producing original [plays](#) and [musicals](#) in Minnesota and New York City.

hosting 30,500 audience members yearly.

- Managed annual operating budget of \$150K; hired staff and contracted with vendors to support reinvigoration of historic theater operations.

Casting Consultant, [Snowday LLC](#)

New York, NY | Sep. 2016

- Coordinated and conducted auditions and casting for an Association of American Universities [online advertisement](#) released Spring 2018.

Voiceover Director, [Snowday LLC](#)

New York, NY | Nov. 2016

- Direct voiceover talent for Google online advertisement: [Gboard: Now Available for Android](#) (4+ million views).

Outreach Consultant, [Ars Nova](#)

New York, NY | Sep. 2016 – Mar. 2017

- Worked in tandem with [Ars Nova Artistic Staff](#) and [Liars & Believers Producing Staff](#) to liaise with New York industry members who may be interested in further involvement with [Liars & Believers](#) following their March run at [Ars Nova](#).

Executive Producer, [CRY EDEN](#)

New York, NY | Mar. – Nov. 2016

- Attended and support developmental readings and productions of [CRY EDEN](#) (with music by 2016 Drama Desk Nominee, Tommy Crawford).
- Secured financial and in-kind sponsors (\$22,000 operating budget) to fund Workshop Production in November 2016 at Access Theater.
- Served as production manager, marketing director/social media manager, general manager.

Founding Executive Producer, [Accolades for Achievement in the Arts Awards](#)

Ann Arbor, MI | Aug. 2014 – May 2015

- Developed marketing strategy and branding on behalf of parent organization.
- Secured financial and in-kind sponsors (\$10K operating budget).
- Served as production manager, marketing director/social media manager, talent coordinator, and volunteer coordinator.

Professional References

Jacqueline Christy
Founding Executive Director
Access Theater
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Nicki Hunter
Artistic Producer
Manhattan Theatre Club
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Eric Shethar
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Ars Nova
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