

# Emily Polcyn

emilypolcyn@gmail.com • (740) 577-5594 • Cleveland, OH

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## EDUCATION

**Baldwin Wallace University**, Berea, Ohio

Bachelor of Fine Arts, May 2023

Major: **Acting**

Minor: **Arts Management**

GPA: 3.98 /4.0

*Honors:* Summa Cum Laude, Dayton C. Miller Honor Society, BW Presidential Scholarship, Dean's List, White Rose Recipient

## WORK EXPERIENCE

**Dobama Theatre**, Cleveland Heights, Ohio

*Arts Management Resident Associate Director*, Sept. 2023-May 2024, *Assistant Stage Manager*, Nov. 2023-Dec. 2023

- Cross-departmental duties in box office, house management, marketing, and financial support
- Grantwriting responsibilities including drafting grant proposals and editing existing applications
- Ensures smooth workflow during rehearsals and performances by tracking prop and costume movement,
- Works closely with stage manager to ensure scenic, prop, and costume departments for each show run smoothly

**Radio on the Lake Theatre**, Cleveland, Ohio

*Teaching Artist*, Sept. 2023-Present

- Teaches a variety of acting and radio theatre classes to up to 30 children in multiple age ranges
- Responsible for developing and adapting curriculum based on varying program lengths, age ranges, and school requirements
- Connects with local schools and arts nonprofits to provide the classes, ensuring that their administrative and safety standards were met in each classroom environment
- Acquired CPR certification and background check

**Barrington Stage Company**, Pittsfield, Massachusetts

*Company Management Intern*, May 2023-Sept. 2023

- Acted as a liaison between General Management and artists, ensuring wellbeing and day-to-day needs of the entire company were met
- Coordinated travel and housing of staff and artists and assisted with securing seasonal accommodations
- Oversaw scheduling, organization, and management of company rental spaces and vehicles
- Event planner of seasonal events such as opening night toasts and holiday staff events
- Culminating capstone project included research into real estate investments to optimize artist housing and revitalize downtown Pittsfield, with a final presentation to members of the Board of Trustees

**Great Lakes Center for the Arts**, Petoskey, Michigan

*Box Office Intern*, May 2021-August 2021

- Assisted patrons with the selling and fulfillment of ticket purchases and refunds
- Ran ticket sales and audience demographic reports that helped leadership teams with marketing choices and data collection
- Helped to oversee the successful transition of a 50% capacity theater back to 100% capacity
- Expected to work in high stress work environments while simultaneously providing superior guest satisfaction
- Assisted in cross-departmental work including bartending, ushering, and house management

## LEADERSHIP EXPERIENCE

**Baldwin Wallace Theatre Arts & Performance (TAP)**, Berea, Ohio

*President*, Aug. 2022-May 2023

- Presided over entire organization by setting agendas, leading meetings, and planning events
- Oversaw and delegated work of all other TAP Executive Board members and acted as a liaison between TAP and the BW Theatre and Dance faculty
- Proctored the Student Play Selection Committee, including selecting student representatives and leading SPSC meetings to recommend productions for Baldwin Wallace to officially produce