

## Maimouna Camara

### About me:

Performing arts producer and manager. Rooted in experimental performance, cultural equity, and artist-first processes. Experience across Off-Off Broadway and Off-Broadway, nonprofit, and community arts spaces. Project management, producing, venue operations, union relations. Experience stemmed and growing in collaboration, care, and curiosity.

### Academic Institutions:

New York University (NYU), Performing Arts Administration M.A. 2023

University of California, Santa Cruz (UCSC), Theater Arts B.A. 2018

**Skills:** Producing, Project Management, Interpersonal Communication with Diverse Group, Negotiation, Knowledge of CBAs and Theater Unions, Nonprofit Financial Management & Development, Managing Risks and Contracts, Public Speaking & Presentations, Venue and Building Operations, Front of House Supervision

### Experience:

**Associate General Manager, [The Flea Theater](#), New York, New York** 2023 - Present

- Managing The Flea Theater's three-venue rental program, generating \$300K in rental income for 2024 with a projected \$275K in 2025; produce quarterly and annual occupancy and income reports.
- Line producing and supporting multidisciplinary programming, including experimental performance events and partnerships by Black, brown and queer artists.
- Supervising and lead a front-of-house team of house managers, box office managers, and concessionaires; ensure seamless audience experience and artist support.
- Convening and leading internal working groups focused on community engagement and emergency safety protocols.
- Coordinating production and operations meetings across departments; collaborating with Producing Director, Artistic Director, and General Manager on productions with budgets ranging from \$200K-\$300K.
- Provide freelance support across departments, including producing, stage management and company management for in-house and guest productions including Zora Howard's THE MASTER'S TOOLS in Vienna

**Finance and Operations Fellow, [New York Theatre Workshop](#), New York, New York** 2022 - 2023

- Assisted with management of Accounts Payable process weekly and American Express statements monthly.
- Entered daily ticket settlements from Financial Edge.
- Supported month close process to budget-to-actual procedures.
- Collaborated with Producing Team on show close and reconciliations.
- Managed special projects for Director of Internal Operations and Executive Director including but not limited to analyzing net investments on productions going back to 2014, building salary budgets, benchmarking financials, reconciling cash flow projections.

**Creative and Executive Intern, [Jujamcyn Theaters](#), New York, NY** 2022

- Supported producing team with admin tasks such as taking notes, communication with stakeholders.
- Assisted with Broadway industry research and analysis to stay up to date.
- Managed Jujamcyn's storage archive process of its storage unit in preparation for The Broadway Flea Market.
- Assisted with house seating for press representatives, Jujamcyn VIP and other stakeholders through its housing seating psychology.

**Program Coordinator, [Creative Careers Accelerator — New York University Production Lab](#), New York, NY** 2022

- Recruited and coached of undergraduate students in arts & media programs to prepare for creative careers postgrad in film, theatre, game design, media, and communications.
- Supervised undergraduate student teams and their consulting projects to industry partners were completed within scope and budget.
- Coordinated program's kickoff bootcamp and networking event including all of the event planning, budgeting, and execution.
- Facilitated workshop activities for networking and human building interactions.
- Liaising with external industry partners with 2nd Stage Theater, Discovery, APCO, Ferocity Productions
- Synthesized and evaluated program through survey collection, analysis, and reporting to Strada Education Network.

**Associate Producer, [The Nest: Short, Akin Productions](#), North Hollywood, CA** 2021

- Organized and managed the production paperwork, including contracts, call sheets, COVID protocols, and releases.
- Assisted EP in coordinating the logistics of the shoot: scheduling with Asana, budgeting, and hiring gaffers, costume designer and

hair/makeup coordinator.

**Producer, [Towne Street Theatre](#), Los Angeles, CA**

2019-2021

- Worked with the co-artistic directors and executive producers to determine and execute season planning over the span of 2 years including 10-minute play festivals, two-act productions, readings, and other off-site co-pro showcases.
- Managed micro budgets for each production, showcase and reading workshop.
- Developed production schedules for each season.
- Managed and distributed marketing materials by developing press releases and sourcing advertising graphics for each production.
- Supported advisory board with development aide through grant writing, pitching, sourcing, small business sponsorship and gala event planning.
- Curated and produced of Towne Street's Theatre seasonal showcase Sum Poetry, a series of poet headliners with themed shows paired with an open mic segment.
- Oversaw and led the transition from live performance to TST's Virtual Salon and produced 24 virtual showcases during the 2020 season.

**Customer Experience Manager, [Cost Plus World Market](#), Los Angeles, CA**

2018-2021

- Addressed and resolved customer issues and/or concerns with appropriate partnership.
- Utilized all company selling and training resources to educate team on product knowledge, selling skills and business goals striving for our affinity of "Getting it Right the First Time"
- Ensured a consistent orientation and onboarding experience for all new staff.
- Assisted Store Manager with HR responsibilities and partnered with Operations Manager to ensure sales floor is properly staffed.

**Lecturer Assistant, [African American Theater History](#), Santa Cruz, CA**

2021

- Helped to create and grade assignments, quizzes, and exams.
- Held discussion sections in addition to lecture to synthesize Black/Black American theater history.
- Held office hours to provide additional support and guidance to students who need extra help or have questions about the course.

**Production Coordinator, [Cultural Arts & Diversity Resource Center](#), Santa Cruz, CA**

2021

- Researched, and coordinated 5 multicultural productions for Rainbow Theater and annual production for the African American Theater Arts Troupe.
- Assisted Artistic Director in developing high school outreach, workshops, seminars, and theater conferences including USITT and Black Theatre Network.

#### Other Professional Experience

**Production Manager**, Teatro Grattacielo (Current)

**Managing Producer**, The Archive: New Works by Black Women (Current)

**Production Stage Manager**, THE MASTER'S TOOLS, Zora Howard

**Company Manager**, The Ritual of Breath is the Rite to Resist, Lincoln Center

**Production Manager**, The Frybread Queen, American Indian Artists Inc.

**Manager**, Jervelle (Artist)

**Historian**, Cultural Arts & Diversity Resource Center Board

**Board Member**, Student Organizing Leadership Board, UCSC

**Board Member**, Engaging Education, UCSC

**Theater Coordinator, Secondary Education Coordinator**, UC Santa Cruz