

RACHEL LERNER-LEY

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EDUCATION

Smith College, Northampton, MA

B.A. May 2008 Magna Cum Laude

Major: Theatre, Minor: Spanish

Honors: Phi Beta Kappa, Dean's List, First Group Scholar, Highest Honors Theatre Dept., STRIDE Scholar

EXPERIENCE

Literary Assistant, *Williamstown Theatre Festival, Williamstown, MA (Summer 2010)*

Dramaturg on 3 season shows, fellowship musical, and play development program; lead post-show talk-backs; generated material for festival blog and playbills; conducted and edited interviews with creative team; script reader for Weissberger award; co-produced weekly Fridays @ 3 reading series

Literary Associate, *The Civilians, Brooklyn, NY (June 2009-May 2010)*

Conducted preliminary research for play-in-development *The Great Immensity*; created and maintained contact database and annotated bibliography; transcribed video and audio recordings; dramaturg for exploratory workshop at Georgetown University and residency workshop at Princeton University

Server, *Noah's Ark, New York City (July 2009-May 2010)*

Family-oriented Lower East Side kosher deli; provided personalized service in 20 table dining room; trained to up-sell menu item; served private parties and tour groups; greeted and seated customers; prepped and plated desserts, beverages, and soups

Dramaturgy/Literary Management Intern, *Actors Theatre of Louisville (August 2008-May 2009)*

Performed data entry for new script database (Filemaker Pro); maintained and organized script library; handled playwright correspondence and incoming mail; authored articles for subscriber newsletter; assistant dramaturg on 6 season productions and 5 Humana Festival world-premieres

Coat Check Attendant, *Actors Theatre of Louisville (October 2008-March 2009)*

Attendant for busy three-theatre venue; handled cash exchanges and accounted for daily bank; assisted audience members with queries and directions

SmithArts Publicity, *Theatre Department, Smith College (2007-2008)*

Wrote press releases for theatre and music departments; proofed releases and publicity blurbs; crafted copy for and posted promotional blurbs bi-weekly to college events e-digest

Press/Marketing Associate, *Barrington Stage Company, Pittsfield, MA (Summer 2007)*

Assistant to press and marketing directors; managed ½ priced ticket booths operation (light bookkeeping); created lobby displays, press kits, and post-show review/feature packets; proofed copy, press releases, and playbills; designed and managed events for advertisers and the public as part of city-wide Third Thursday festivals; writer and editor for subscriber newsletter; contact for press, advertisers, and city officials

General Administration Intern, *Barrington Stage Company, Pittsfield, MA (Summer 2006)*

Assistant to Producing Director; completed Equity paperwork; corresponded with agents; worked front desk and oversaw daily office operations; placed supply orders and package pick-ups

"Croo" Member, *Echo Lake Camp (Appalachian Mountain Club), ME (Summers 2004, 2005)*

Worked closely with 12 staff members to run 100-guest camp; performed maintenance and construction jobs; interacted with guests daily at front desk and in dining hall (waiting tables)

Tour Guide, *Admissions Office Smith College (2005-2008), Dana Hall School (2001-2004)*

Led personal and group (5-20+) tours of campus for prospective students and families; assisted in registration for admissions events; hosted students on overnight campus visits; corresponded with prospective students via e-mail and phone