

# HEATHER R SINCLAIR

## TECHNICAL DIRECTOR/DRAFTSPERSON

HEATHERRSINCLAIR.COM

HEATHERRSINCLAIR@GMAIL.COM

### PROFESSIONAL PRODUCTION EXPERIENCE

#### Technical Director

*Porthouse Theatre, Cuyahoga Falls, OH*

May 2017-August 2017

Duties included budgeting, engineering technical drawings, scheduling, supervising a crew of 7 with the shop foreman, and collaborating with department heads and directors.

*9 to 5 | Ain't Misbehavin' | Newsies*

#### Assistant Technical Director/Draftsperson, Off-Site

May 2017-August 2017

*Heritage Theatre Festival, University of Virginia*

Responsibilities included creating technical drawings for 2 productions, budgeting, and scheduling.

*The Hounds of Baskerville | Company*

#### Assistant Technical Director/Scene Shop Foreman

August 2014-April 2015

*Gulfshore Playhouse, Naples, FL*

Duties included maintaining shop equipment, implementing safety standards, engineering scenery, repairing and building scenic elements, and leading crews for builds, load-ins, and strikes.

### EDUCATION

Kent State University

MFA Design & Technology, TD

(May 2018)

Ball State University

BS Theatre Design & Technology

May 2011

### ADDITIONAL PRODUCTION EXPERIENCE

Technical Director, *Into the Woods\**

Kent State University

November 2016

Scenic Designer, *Irena's Vow\**

Kent State University

October 2016

Technical Director, *Footloose*

Porthouse Theatre

May 2016-Aug 2016

Assistant Technical Director/Draftsman

Heritage Theatre Festival

2013, 2015, 2016 Seasons

Scene Shop Foreman

AMPA Events

April 2014-November 2014

Master Carpenter

Gulfshore Playhouse

Aug 2012-May 2013

Assistant Properties Master

Berkshire Theatre Festival

May 2012-Aug 2012

Properties Master

Heritage Theatre Festival

May 2011- Aug 2011

Properties Artisan

Illinois Shakespeare Festival

May 2010-Aug 2010

Scene Shop Assistant\*

Kent State University

Aug 2015-May 2018

Scene Shop Assistant\*

Ball State University

Jan 2008-May 2011

### PROFESSIONAL QUALIFICATIONS

AutoCAD 2018 | Google Sketch-Up | Photoshop | 3D Studio Max | Scenic Painting | MIG Welding |

First Aid/CPR/AED Certified | Machine and Hand Sewing | Upholstery | Furniture Repair and Creation |

24' Box Truck Operator | Scheduling | Multitasking | Hand drafting | Cellist | Expert Coffee Drinker and Bacon Eater

### REFERENCES

Steven Lewis Warner

Terri J Kent

Steve Pauna

Technical Director/

Producing Artistic Director

Technical Director

Operations Manager

Director of 9 to 5 & Newsies

Associate Professor

University of Virginia

Porthouse Theatre

Kent State University

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# HEATHER R SINCLAIR

## TECHNICAL DIRECTOR/DRAFTSPERSON

HEATHERRSINCLAIR.COM

317.748.2121

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### CURRENT ADDRESS

126 E Elm St. Kent, OH, 44240

### PERMANENT ADDRESS

211 S Sunblest Blvd. Fishers, IN 46038

## EDUCATION

### Master of Fine Arts in Theatre Studies, Technical Direction (May 2018)

Focus in Technical Direction

School of Theatre and Dance, College of the Arts, Kent State University, Kent, OH

Walter A. France Scholarship, 2017

APO Award for Outstanding Student Manager (Graduate), 2017

### Bachelor of Science in Theatre Design and Technology May 2011

Focuses in Technical Direction and Properties

Department of Theatre and Dance, College of the Arts, Ball State University, Muncie, IN

Upper Level Talent Scholarship, 2008-2011; Benefit Scholarship, 2010-2011

Lindsay "Spike" Van Dyke Scholarship, 2011

## PROFESSIONAL TECHNICAL DIRECTION EXPERIENCE

### Porthouse Theatre, Cuyahoga Falls OH

[Porthousetheatre.com](http://Porthousetheatre.com)

#### Thrust-500 seats, Outdoor

Season Technical Director

Season 2017

- Engineered Scenic Elements for 3 productions; average of 50 plates/show
- Supervised a crew of 10; 1 master and lead carpenter, 5 carpenters, and 3 painters
- Maintained and developed shop schedules and budgets (\$2500-\$8500/show)
- *9 to 5 | Ain't Misbehavin' | Newsies*

Technical Director, *Footloose*

Season 2016

- Engineered Scenic Elements, including tracking panels and slip stages
- Drafted over 60 plates
- Supervised a crew of 10; 1 master carpenter, 6 carpenters, and 3 painters
- Maintained and developed budget, Budget of \$7000

### Heritage Theatre Festival, Charlottesville VA

[Heritagetheatre.virginia.edu](http://Heritagetheatre.virginia.edu)

#### 3 spaces; Proscenium-700 seats, Black Box-200 seats, and Thrust-200 seats

Draftsperson, Off Site

Season 2016

- Engineered Scenic Elements for 2 productions in 2 spaces
- Drafted an average of 50 plates per show, Budgets between \$4000-\$8000
- *Pirates of Penzance | The Odd Couple*

Assistant Technical Director/Draftsperson

Season 2015

- Engineered scenic elements for four productions in three spaces
- Drafted an average of 30-60 plates per show
- Supervised a shop crew of 10; 3 master carpenters, 4 carpenters, and 3 interns
- Worked with Automated Rigging, winches, and motors
- Worked as a lead carpenter and welder when needed
- Candy supplier for improved shop morale
- *Spamalot! | LUV | I Love a Piano | Almost, Maine | Violet*

## PROFESSIONAL TECHNICAL DIRECTION EXPERIENCE CONTINUED

Assistant Technical Director/Draftsperson

Season 2013

- Engineered scenic elements for 4 productions in two spaces
- Drafted an average of 30-60 plates per show
- *Annie Get Your Gun* | *Red* | *Tuna Does Vegas* | *The Marvelous Wonderettes* | *Next to Normal*

**Scene Shop Foreman/Event Lead, Richmond VA**

April 2014-November 2015

- Developed a scene shop in the new business warehouse
- Safety Officer; met OSHA standards and implemented fall arrest usage
- Inventory manager and warehouse manager
- Supervised a permanent crew of 4 and several over-hire laborers
- Logistics for events, truck packing, scheduling crew and drove truck
- Built custom sets, bars, and furniture
- Lighting Design and soft goods designs of small events

**Gulfshore Playhouse, Naples FL**

[GulfshorePlayhouse.org](http://GulfshorePlayhouse.org)

**1 space; Proscenium-250 seats**

Assistant Technical Director/Scene Shop Foreman

Season 2013-2014

- Engineered technical draftings for 6 productions with Technical Director
- Supervised a crew of 6 carpenters, 6 interns and the scenic artist
- Maintained shop tools and material supplies
- Supervised the crews for load-ins and strikes
- Assisted light hang and paint calls as needed
- *Venus in Fur* | *Something Intangible* | *Jacob Marley's Christmas Carol* | *The God Game* | *Game's Afoot* | *All My Sons*

Master Carpenter

Season 2012-2013

- Promoted from Carpentry Intern in November 2012
- Oversaw carpentry work from 2 carpenters and 2 interns
- *Art* | *God of Carnage* | *I Am My Own Wife* | *The Importance of Being Earnest* | *The Whipping Man* | *Master Class*

**Midland Community Theatre, Midland TX**

[Midlandtheatre.org](http://Midlandtheatre.org)

**3 spaces; Proscenium-400 seats, Proscenium-600 seats, and Black Box-200 seats**

Technical Intern

Season 2011-2012

- Worked as master carpenter and draftsperson to fill personnel gap in production staff
- Scenic painter and electrician

## PROFESSIONAL PROPERTIES AND SCENIC ART EXPERIENCE

**Midland Community Theatre, Midland TX**

[Midlandtheatre.org](http://Midlandtheatre.org)

**Proscenium-400 seats**

Scenic Designer, *Little Women*

April 2012

**St. Anne Catholic School, Midland TX**

**Proscenium-600 seats**

Scenic Designer, *The Princess and the Pea*

March 2012

- Children's show so the scenery was engineered to be moved by middle school children
- Scenic painter and carpenter

## PROFESSIONAL PROPERTIES AND SCENIC ART EXPERIENCE CONTINUED

### **Berkshire Theatre Festival, Stockbridge MA**

[berkshiretheatregroup.org](http://berkshiretheatregroup.org)

**3 spaces; Proscenium-700 seats, Proscenium-300 seats, and Thrust-200 seats**

Assistant Properties Master

Season 2012

- Assisted with scheduling and budgeting for seven productions in three spaces
- Worked as the props carpenter and welder
- Organized prop storage and shop
- *A Thousand Clowns* | *Edith* | *Brace Yourself* | *The Puppetmaster of Lodz* | *A Class Act* | *Homestead Crossing* | *A Chorus Line*

### **Heritage Theatre Festival, Charlottesville VA**

**3 spaces; Proscenium-500 seats and Black Box-200 seats**

Properties Master

Season 2011

- Generated props lists, budgets, and schedules for four productions in two spaces
- Managed and trained a crew of 4; 1 assistant props master, 2 prop artisans, & 1 prop intern
- Collaborated with the scene shop and paint shop heads for smooth productions
- Budget of \$1100 for season
- *My Fair Lady* | *Boeing, Boeing* | *The 39 Steps* | *She Loves Me*

Properties Carpenter, in Repertory

Season 2009

- Constructed custom furniture and finish carpentry work
- *Oliver!* | *Pump Boys and Dinettes* | *Moonlight and Magnolias* | *On Golden Pond* | *Red, White and Tuna* | *Little Shop of Horrors*

Properties Intern, in Repertory

Season 2008

- *City of Angels* | *I Am My Own Wife* | *Master Class* | *Forever Plaid* | *The Light in the Piazza*

### **Illinois Shakespeare Festival, Champaign-Urbana IL**

[Illinoisshakes.com](http://Illinoisshakes.com)

**2 outdoor spaces; Thrust-300 seats and Courtyard Set**

Properties Artisan, in Repertory

Season 2010

- Created properties at the instruction of the prop master and scenic designer
- Properties carpenter; fabric mache, wood carving, detail painting
- Assisted with scenic painting as needed

## ACADEMIC PRODUCTION EXPERIENCE

### **Kent State University, Kent OH**

[Kent.edu](http://Kent.edu)

**3 spaces; Proscenium-300 seats, Thrust-200 seats and Blackbox-200 seats**

Technical Director, *Into the Woods*

November 2016

- Engineered Scenic Elements
- Created over 60 Technical Draftings
- Oversaw two assistants
- Budget of \$5000

Scenic and Projections Designer, *Irena's Vow*

October 2016

- Designed an arena set
- Created projection images from historical photos
- Scenery Budget of \$1200

Assistant Technical Director, *Thoroughly Modern Millie*

February 2016

- Engineered wagon elevator with scrolling side flats and lit elevator dial

Properties Supervisor, *Sideshow*

November 2015

- Worked with undergraduate students to realize properties design

## ACADEMIC PRODUCTION EXPERIENCE CONTINUED

Ball State University, Muncie IN

cms.bsu.edu

3 spaces; Proscenium-500 seats, Blackbox- 200 seats, and Student Blackbox-100 seats

Scene Shop Assistant

January 2008-May 2011

- Worked as a carpenter
- Lead projects
- Repaired and created scenery for productions
- Supervised stagecraft students during lab hours
- Lead crews for load-ins and strikes

Properties Librarian

Fall 2009-Spring 2011

Properties Master, *Picnic*

Spring 2011

Assistant Technical Director, *The Nutcracker*

Fall 2010

Properties Master, *Noises Off*

Spring 2010

Properties Master, *My Fair Lady*

Fall 2009

Properties Master, *Violet*

Spring 2009

Assistant Scenic Designer and Properties Master, *The Full Monty*

Fall 2008

Assistant Scenic Designer, *Love's Labour's Lost*

Spring 2008

## TEACHING EXPERIENCE

*The Art of the Theatre, On-line Course, Instructor, Kent State University*

January 2018-May 2018

- Kent Core and Kent Diversity course
- Introduction to theatre for non-theatre major students
- Overview of history, movements, Isms, acting, directing, design, and script analysis
- Developed projects, quizzes, exams, and lectures

*The Art of the Theatre, Instructor, Kent State University*

August 2017-December 2017

- Kent Core and Kent Diversity course
- Introduction to theatre for non-theatre major students
- Overview of history, movements, Isms, acting, directing, design, and script analysis
- Developed projects, quizzes, exams, and lectures
- 29 students in a traditional lecture setting

*Fundamentals 1: Scenery, Props, and Paints Lecture, Instructor, Kent State University*

August 2016-May 2017

- Taught fundamentals of scenery units, painting styles, and properties
- Mentored students in vocabulary and vernacular
- Taught students to use proper safety procedures and techniques
- 40 students in a traditional lecture setting

*Fundamentals 1: Scenery Lab, Instructor, Kent State University*

August 2015-May 2018

- Introduction to scenery construction
- Mentored students in technique and style
- Taught students to use proper safety procedures and equipment
- 7 students in a lab setting, Sections 001, 005, and 006

*Intro to Hand Drafting, Teachers Assistant, Ball State University*

September 2009-December 2009

- Class was split in two rooms, so I was responsible for one set of students
- Graded projects and homework
- Mentored students in technique and style
- Taught basic scenery construction to aid with technical drawings

*Properties, Teachers Assistant, Ball State University*

September 2010-December 2010

- Graded projects and homework
- Taught students to create prop lists & budgets
- Created tests and quizzes; supervised class when at lab
- Taught prop firearm safety, allergy safety, and stressed actor safety

## **CONFERENCES AND WORKSHOPS**

### **“Screwing Around on Stage: New Construction Techniques”, South Eastern Theatre Conference, Co-Presenter, Mobile, AL, 2018**

- Research and developed a forum based exploration into modified theatrical construction techniques
- Understanding of new construction methodologies
- Presentation of realized modified or new techniques
- Focus on non-traditional plywood and hardware applications

### **“Knot the Best Knot Show”, United States Institute of Theatre Technology Ohio Valley Regional Conference, Co-Presenter, Akron, OH 2017**

- Introduction to theatrical knots and rope
- Basic knowledge of rigging, rope types and strengths, and legal responsibilities
- Bowline, Clove Hitch, Trucker’s Hitch, Figure 8, Figure 8 on a Bight, & Sheets Bend

### **“Mock SETC Interviews”, Graduate Student Forum, Department of Theatre and Dance, Kent State University, Co-Presenter, Kent, OH 2017**

- Developed mock interviews for undergraduate theatre students
- Created hypothetical theatrical companies, positions, and questions
- Reviewed and critiqued undergraduate portfolios, resumes, and interview styles

### **“You put WHAT in your Mouth? An Exploration into what must be Smoked or Eaten,” South Eastern Theatre Conference, Co-Presenter, Lexington, KY 2010**

- Edible foods and papers; vomit bags and types of vomit
- Blood onstage, tricks to clean and how to make
- Food and allergy safety; cigarettes onstage, e-cigs, herbals, and powder
- Fake marijuana for *Hair*

### **“Learning About the Honey Bee: An Interactive Exhibit”, Immersive Learning Seminar, Virginia B. Ball Center for Creative Inquiry, Ball State University, spring 2009**

- Researched honey bees, honey farmers, migration patterns, any science relating to bees
- Designed and engineered an interactive children’s museum exhibit that traveled
- Collaborated with a student group of 14 from several different majors, faculty, and scientific experts

### **Peer Review Portfolio Workshop, Ball State University**

- Layout critique and review
- Photo coaching; process shots, run-of-show shots, and research images

## **ORGANIZATIONS**

- Graduate Student Senate (GSS), Theatre and Dance Representative, Kent State University 2017-2018
- GSS Research Award Committee, Theatre and Dance Representative, Kent State University 2017
- Theatre Graduate Student Forum (TGSF), President, Kent State University 2016-2018
- Students Enhancing Technical Theatre, Graduate Student Representative & Member KSU 2015-2018
- Student Production Board, Graduate Student Liaison, Kent State University 2015-2016
- Dean’s Student Advisory Council, Graduate Student, Department of Theatre, Kent State University 2015-2016
- Design and Technology Student Forum Committee, Founding Member, Ball State University 2010
- BSU Backstage, Founding Member, Treasurer, Ball State University 2007 to 2011
- Ball State Symphony Orchestra, Ball State University, 2007 to 2008
- Cello Quartet, Ball State University, 2007 to 2008
- Naples Orchestra and Chorus, Cellist, Naples, FL 2012 to 2014
- South Eastern Theatre Conference Member
- USITT Ohio Valley and National Member
- National Association of Graduate-Professional Students, Member 2017-2018
- TGSF Louise & Clark’s Food Adventure, Founding Member & Historian, Kent State University 2017-2018

## **HONORS AND AWARDS**

USITT Ohio Valley Regional Conference, Distinction, Technical Direction of *Newsies*, 2017

Company Member of the Week, Porthouse Theatre, 2017

Walter A. France Scholarship, Kent State University (KSU) Department of Theatre and Dance, 2017

APO Award for Outstanding Student Manager (Graduate), KSU Department of Theatre and Dance, 2017

South Eastern Theatre Conference, Adjudication, Projection Design of *Irena's Vow*, 2017

Upper Level Talent Scholarship, Technical Theatre, Ball State University Department of Theatre and Dance, 2008, 2009, 2010, and 2011

Benefit Scholarship, Upperclassmen, Technical Theatre, Ball State University Department of Theatre and Dance, 2010 and 2011

Lindsay "Spike" Van Dyke Scholarship in Lighting Design and Technology, Ball State University Department of Theatre and Dance, 2011

Silver Award, Girl Scouts of America, Carmel, IN 2006

- Created an interactive puppet show about animals and how to track them

## **MASTER'S OF FINE ARTS CULMINATING PROJECT**

The Technical Direction and Engineering Provided for the 49<sup>th</sup> Season of Porthouse Theatre in Conjunction with Kent State University College of the Arts, School of Theatre and Dance. Productions of *g to 5*, *Ain't Misbehavin'*, and *Disney's Newsies*

## **VOLUNTEER ORGANIZATIONS**

Meals on Wheels

Kitten Fosterer, Naples Humane Society, Naples, FL

## **PROFESSIONAL QUALIFICATIONS**

MIG Welding | Advanced Construction Techniques | Scenic Painting | Furniture Repair and Creation | Rigging | Plasma Cutting | Machine and Hand Sewing | Upholstery | 24' Box Truck Operator | Ohio Driver's License | AutoCAD 2018 | Photoshop | Basic Vectorworks 2017 | Scheduling | Multitasking | 3D Studio Max | Hand drafting | Microsoft Office | Expert Coffee Drinker and Bacon Eater

## **REFERENCES**

Steven Lewis Warner  
Technical Director/  
Operations Manager  
University of Virginia

Terri J. Kent  
Producing Artistic Director  
Director: *g to 5* & *Newsies*  
Porthouse Theatre

Steve Pauna  
Technical Director  
Associate Professor  
Kent State University