

KAI LIEBENSTEIN

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SUMMARY

Experienced Stage Manager with over 6 years of expertise assisting in coordinating theatrical productions, live events, and performances. Adept at managing complex schedules, supervising teams, and ensuring seamless communication between directors, cast, and crew. Proven ability to handle high-pressure situations with strong problem-solving skills and meticulous attention to detail. Skilled in organization, multitasking, and adapting to dynamic environments, with a strong background in logistics, leadership, and interpersonal communication. Looking to leverage my comprehensive experience and transferable skills in project/event management, team coordination, and effective communication in a new role.

PROFESSIONAL EXPERIENCE

EMURSIVE PRODUCTIONS, New York, NY
2nd Assistant Stage Manager

Nov. 2023 – June 2024

- Assisted multiple rehearsal rooms, including daily prop setup, performer needs, and running lights and sound
- Collaborated with the creative team to plan daily rehearsal needs and input notes into rehearsal reports
- Created and maintained tracking paperwork and rehearsal documentation
- Coordinated with various departments to ensure up-to-date communication on production progress
- Developed and maintained stage management show run tracks

NEW YORK, NEW YORK BROADWAY MUSICAL, New York, NY
Production Assistant

Jan. 2023 – April 2023

- Assisted the Production Stage Manager and our team by creating and maintaining paperwork
- Attended rehearsals that were upwards of 50 hours a week
- Anticipated internal department needs until the opening of the production by helping in various capacities (i.e., preset props/scenery, running errands, etc.)

OHIO STATE MURDERS BROADWAY, New York, NY
Production Assistant

Sep. 2022 – Dec. 2022

- Worked closely with our leading actor by recording diligent line notes
- Maintained the cleanliness of the stage management office

POTUS BROADWAY, New York, NY
Production Assistant

March 2022 – May 2022

- Fostered strong relationships with high-profile performers by engaging in professional and meaningful conversations
- Adapted to sudden changes in rehearsals concerning technical issues with sound equipment

EDUCATION

State University at Purchase College - School of the Arts, Purchase, NY

- BFA – Concentration in Stage Management
- Professional Training Program in Design/Technology Conservatory of Theatre Arts

SKILLS

- Strong written and verbal communication skills
- Excellent organizational and time management abilities
- Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Skilled in Mac & PC applications and Final Cut Pro
- Effective problem-solving and decision-making skills
- Strong leadership and team management experience
- Expertise in fostering a positive and productive work environment
- Proficient in creating and maintaining detailed records