

# SHIRA HELENA GITLIN

# THEATRE ADMINISTRATOR

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(203) 293-5933 | shirahelenagitlin@gmail.com | they/them

shirahelenagitlin.com

**Shira Helena Gitlin is a director, theatre administrator, and gender consultant** currently living in Boston, MA. Shira has 4+ years of experience working in regional theatres and has held many different artistic and survival jobs that contribute to their skills as an outgoing and organized collaborator in quick-paced, independent environments.

## THEATRE EXPERIENCE\*

### **Freelance (Virtual and In-person) | Gender Consultant | 2020 - present**

*Creates and runs Transgender Inclusion workshops for corporations, non-profits, and individuals, works with companies to foster a culture of diversity, equity, and inclusion, consults on existing and new works, which includes answering gender identity related queries, reviewing marketing and dramaturgy materials, and acting as a support for trans and gender artists.*

### **Freelance (Virtual) | Community Engagement and Networking Projects | 2020-2022**

*Created and ran Boston and Northeast based community engagement and networking projects, along with director Andrew Child. Built and facilitated a theatre professional mentorship program involving 80+ theatre artists ranging from recent graduates to established artistic directors. Created, marketed, and ran a monthly Trivia night for theatre makers.*

### **SpeakEasy Stage Company, Boston, MA | Artistic Fellow | 2019-2020**

*Acted as the assistant to the Producing Artistic Director, read and assessed scripts, helped cast all major productions, created educational and dramaturgical content, edited copy and speeches, and produced *The Boston Project 2020*.*

### **Arden Theatre Company, Philadelphia, PA | Arden Professional Apprentice | 2018-2019**

*Worked in all departments, including artistic, marketing, development, education, engagement, facilities management, and front of house. Skills acquired include grant writing, house management, graphic design, social media, and script reading.*

### **Weston Theater Company, Weston, VT | Audience Services Intern | Summer 2018**

*Sold tickets for all productions, answered phones and emails about ticket purchases, and ran the box office during productions.*

## OTHER EXPERIENCE

### **Alnylam Pharmaceuticals, Inc. | Talent Development Associate, DE&I Leadership Team Member | 2022-Present**

*Works as a part of Alnylam's Talent Management team, which includes scheduling, facilitating, and running elective learning workshops such as Emotional Intelligence, Psychological Safety, and Decision Quality. Runs the Alnylam Mentorship program. Serves on Alnylam's DE&I leadership committee as head of Education and Training.*

## EDUCATION & TRAINING

BA in Directing & Musical Theatre Studies (2017)

Hampshire College

## SKILLS

Microsoft Suite, Google Apps, InDesign, Social Media management, iMovie, GarageBand, QLab, Musescore, and FinalCut Pro. Certified MA Driver's License and updated CPR/First Aid Training.

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\*Full Directing Resume, Admin Resume, or References Available Upon Request