

Areas of Accomplishment

Project Management:

- Coordinated, designed and executed over 40 events **including multiple trade shows**. Took projects from conception to completion, dealing with all aspects- planning, procurement, implementation and exhibition. Developed and executed work based structures for all events.
- Coordinated **timelines, materials, and personnel** in the implementation of complex productions at The **Kennedy Center** in Washington, DC.
- Authored **contracts** for national and international companies visiting Jacob's Pillow Dance Festival, **outlined budgets**, created schedules and listed mutual responsibilities for key stakeholders. Would normally work on 6-7 concurrent projects simultaneously.

Leadership:

- Managed **sixteen employees** in the operation and maintenance of two \$100,000 rental systems at Jacob's Pillow. Educated staff in the programming and use of proprietary computer consoles.
- Supervised the work of a staff of **20 union employees at the Kennedy Center in Washington, D.C.** Scheduled daily calls, created prioritized work lists and worked closely onsite with employees in the execution of productions for the Washington National Opera.

Procurement:

- Negotiated contracts for goods and services at **Washington National Opera**. Conducted inventory control and the purchasing of materials and services for **multiple projects**.
- Generated equipment lists assessing the needs of visiting companies at Jacob's Pillow, **solicited bids** from regional equipment vendors, **awarded contracts and arranged logistics** for delivery of packages.

Software: Proficient in the following computer operating systems and programs:

- Macintosh OS 10.6 Snow Leopard, Windows Vista Home and Office Premium Editions
- Microsoft Word, Excel, Outlook, PowerPoint (2007)**
- HTML Coding (Dreamweaver, FrontPage), **coded personal website**- <http://www.tonykudner.com>
- MS Access, Filemaker Pro
- Adobe Photoshop & Illustrator CS4
- Vectorworks 2009, AutoCAD 2009
- MS Project

Professional Experience

Washington National Opera	<i>Asst. Lighting Designer</i>	<i>8/2008 – 6/2009</i>
Oversaw operation of a \$1.6 million lighting system at the Kennedy Center in Washington, DC.		
Jacob's Pillow Dance	<i>Supervisor, Light Programming</i>	<i>5/2008 - 8/2008</i>
Managed two event facilities with \$100k equipment packages and oversaw a staff of sixteen employees.		
Feld Entertainment	<i>Touring Department Head</i>	<i>8/2002 – 5/2004</i>
Supervised the safe installation of a \$4 million dollar truss system in over 50 arenas in North America.		

Education

Boston University , MFA Production & Theatrical Design	<i>2004 - 2007</i>
Syracuse University , BFA Production & Theatrical Design	<i>1998 - 2002</i>

Professional Associations & Publications

Member, Project Management Institute. Washington DC Chapter.	<i>2009-present.</i>
Lighting Supervisor Operational Handbook: Jacob's Pillow operational manual.	<i>2009</i>

References available upon request.