



ALLY MARIE LARDNER

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🌐 allymarielardner.com

RELEVANT WORK EXPERIENCE

Script Coordinator | ABC Daytime's *GENERAL HOSPITAL*

August 2021 - present

- Format, copyedit, proofread, and distribute 260+ scripts per year on Emmy-winning soap opera, including the 60th Anniversary Special and the 15,000th script.
- Track all scripts through writing and revision periods to ensure episodic clarity and continuity, including correction of story points, character names, histories, locations, and medical details.
- Closely support producers and story editor, completing research projects and special tasks as requested.

Marketing/Production Assistant | Los Angeles Women's Theatre Festival

September 2023 - present

- Oversee virtual screening panel for 40+ submissions to the 31st annual solo show festival.
- Provide support to marketing team in creating social media, newsletter, and other presentational graphics, assisting in the maintenance of a robust and cohesive organizational message.
- Complete special tasks as designated by the Founder, including: event prep and email/phone outreach to potential partners.

Play/Musical Stage Manager | Freelance

January 2022 - present

- Oversee production calendar in conjunction with production manager(s) and producer(s), facilitating department-specific meetings and communicating technical, venue-specific, and creative deadlines.
- Create and update forms, templates, and tracking sheets constantly to improve workflow efficiency and communicate expectations clearly to cast and crew of 5-20 and design/production team of 7+.
- Run rehearsal room in service of director(s), choreographer(s), stunt/intimacy coordinator(s) needs according to AEA regulations.
- Call 50-200+ technical and performer cues in the run of the show, quickly adapting to malfunctions and setbacks to maintain smooth and powerful storytelling per the leadership and design team's vision.

Production Manager | Boston College Arts Council

August 2020 - August 2021

- Created innovative production schedules for a 3-day hybrid Arts Festival.
- Led logistical communication with 50+ offices, classes, and organizations, introducing over a dozen new acts.
- Hired and trained production staff to address day-of logistics regarding venues, technical equipment, audience management, talent, and adverse weather conditions.
- Established an open-air performance stage and relocated the primary stage to allow for more inclusive physical accessibility.

EDUCATION

Boston College

B.A., Applied Psychology & Human Development
 Minors in English & Educational Theatre
 Lynch School of Education Honors Program

HONORS & AWARDS

- 2021 J. Robert Barth S.J. Award
- 2021 J. Paul Marcoux Award
- 2021 Stage Managers' Association Award
- 2021 Achievement in Stage Management

SKILLS

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|--------------------------|--------------------|
| 85 WPM | Google Suite |
| Canva Design | Microsoft Office |
| Creative Problem Solving | Time Management |
| Detail Oriented | Wix Website Design |
| Final Draft 12 | Zoom Webinar |

MEMBERSHIPS

- 2024 - present EST/LA New West Playwrights
- 2021 - present Teamsters 399
- 2021 - 2022 Stage Managers' Association