

Courtney Boches

Work Experience:

Various. Guest Lecturer/Presenter.

- Penn State Abington, “American Pop Culture and Performance.” 1970s TV trends, cultural and social connections.
- Delaware County Community College, “Stagecraft.” Costume Design.
- Mid-Atlantic Popular/American Culture Association Conference, 2011. “Fan Narrative & Psychology of the Writer.”
- Philadelphia Women’s Theatre Festival, 2016. Reading of my full-length play, *Sure As A Star*.

Arcadia University, Glenside, PA. 2017-Present. Wardrobe Supervisor and Adjunct Faculty.

- supervise student wardrobe crew during tech and teach quick-changes, laundry, and repairs
- teach costume/wardrobe half of first-year practicum class – simple sewing and patterning, alterations, etc.
- design shows in the regular season as assigned.

Wolf Performing Arts Center, Bryn Mawr, PA. 2015-Present. Costume Shop Manager (as of 1/19)/Designer.

- design shows to director’s vision, including construction, fittings, alterations, crafting, millinery
- oversee costumes and actors during performances as needed
- manage volunteers and employees; keep inventory of notions and supplies; coordinate rentals

Lansdale Catholic High School, Lansdale, PA. 2016-2018. Drama Moderator/Director.

- direct two shows per year (fall play and spring musical) or oversee hired director
- oversee student crew committees; liaising with administration, producer, and TD; conduct research and obtain rentals; maintain theatrical equipment inventory; coordinate fundraisers and special events

Freelance Director and Costume Designer. 2010-Present.

- Director: PV East Middle School, Lansdale Catholic, Firebird Theatre
 - lessons in dramaturgy, script analysis, character development, performance technique, stagecraft
- Costume Designer: Act II Playhouse, Simpatico Theatre Project, Azuka Theatre, Villanova Theatre, educational.
- Assistant Costume Designer: Lantern Theater, Philadelphia Theatre Company, Theatre Horizon, etc.

Firebird Theatre, Phoenixville, PA. 2012-Present. Board Member (until 3/19)/Teacher/Director/Designer.

- fundraising, budgeting, marketing and PR ideas and input, as well as creative tasks
- run summer workshop program - direct two+ musicals, coordinate staff, oversee costume, prop, and set construction
- direct, teach, or design other productions or classes throughout the year as scheduled

William Ivey Long Studios, New York, NY. 2014, Costume Intern for *Little Dancer* (Kennedy Center).

- swatching, shopping, errands, organization, assistance with fittings
- collaboration on design presentation for first rehearsal
- communicating with costume shops and vendors around New York City

Villanova Theatre, Villanova, PA. 2012-2014. Graduate Assistant, Costume Shop.

- costume designer for *Everyman*; assistant to costume designer on two shows per season
- cutting, pinning, sewing, shopping, paperwork, stock organization, pulling for rentals and our season

Barnes & Noble Booksellers, North Wales, PA. 2008-2012. Bookseller.

- assisted customers with finding specific titles or in discovering new work
- running register, stocking shelves, worked in book and music departments

Conservatory of Music and Dance, North Wales, PA. 2009-2012. Teacher/Designer/Director/Production Manager.

- taught acting, singing, and movement classes to children age 3-14
- multiple productions per year – director or assistant director, costumes, props, musical director
- produced brochures, production programs, and other documents; organized recitals and events
- assisted students and parents with class registration and general inquiries

CBS, Los Angeles, CA. 2007–2008. Guest Relations/Page.

- audience coordination; office tasks and organization; ticket distribution
- routinely on set for *The Price is Right*, *Dancing with the Stars*, *The Late Late Show with Craig Ferguson*, etc.

All My Children, New York, NY. 2006. Production Office.

- assisted producers, production manager, and PAs
- attended production meetings; observed in control room / on set; special projects

NBC Universal, Burbank, CA. 2005. Entertainment Publicity.

- sole intern for the daytime publicist and three primetime publicists
- wrote storyline blurbs for *Will & Grace*, *My Name is Earl*, etc. which were published online and in DVD sets
- heavy phones; assembled press kits; wrote talent and executive biographies
- assisted at the *Days of our Lives* 40th Anniversary party, *Passions* fan event, backstage at *Last Call with Carson Daly*
- visited sets and performed publicist duties for a CNN reporter at *The Biggest Loser 2* live finale

Malcolm in the Middle, Studio City, CA. 2005. Writers' Office.

- phones; collated and distributed scripts; observed on set and during editing
- assisted writers, producers, and directors with a variety of special projects and tasks

Greer Lange Talent Agency, Bala Cynwyd, PA. 2003. Intern - Receptionist.

- basic assistant duties; phoned clients and talent to set up auditions and bookings; updated talent database website

Education:

Villanova University, Villanova, PA. M.A., Theatre.

- Four-show season. Stage Manager, Costume Designer, Assistant Stage Manager, and Performer.
- Graduate Assistant in the costume shop.
- Courses in Script Analysis, Playwriting, Dramaturgy, Scenography, Vision & Form, Musical Theatre, Solo Performance

Ithaca College, Ithaca, NY. B.S., Communications. Minors in Business and Scriptwriting.

- *Student Activities Board Film Committee*, Chair.
- *ICTV*. Assistant producer, writer, camera operator.