**Courtney Boches**

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**Work Experience**

*Ark Technology Consultants* (formerly VerisVisalign) 2021 - Present

Operations and Marketing Manager

* Marketing: implemented cross-company social media merge after 2022 acquisition boosting engagement and followers by over 50%, content creation for socials and website, schedule partner posts/blogs for each quarterly campaign, graphic design, creation of materials for events, tracking analytics, spearheading ongoing website revamp and HubSpot implementation
* Admin/HR/Recruitment: onboarding/offboarding, manage recruiting logistics with agencies and clients, handle employee questions/concerns, coordinate insurance implementation and renewals, performance appraisals, coordinated 3 office moves
* Sales/Financial: assisting sales team with pipeline and events, creating monthly licensing and support invoices, payroll, AP and AR, tracking contracts and job status to confirm T&M biweekly invoice accuracy, simple accounting and liaising with bookkeepers, employee expenses, weekly banking, assisted with financials and legal schedules for acquisition

*Wolf Performing Arts Center* 2015 - Present

Costume Shop Manager/Costume Designer/Director

* Interview, supervise, evaluate, and direct team members: designers, student workers, design interns, and volunteers
* Manage or design costume projects to director’s vision, including design, sourcing, building, fittings
* Manage budgets, coordinate rentals, inventory and maintain costume facility, machines, supplies, and assets
* As Director: develop curriculum for 25+ student cast, lead and collaborate with production team, work with staff for off-site rehearsals and performances, educate parents about process and progress

*Freelance Theatre Professional & Writer* 2010 - Present

Director/Educator/Costume Designer/Assistant Costume Designer

* Professional, Regional, University, Educational, and Non-Profit theatres
* Manage multiple projects simultaneously, including contracts, budgets, rentals, liaising with production staff and crew
* Writer: StarTrek.com, Golden Saga course creation, SartorialGeek.com and print magazine

*Firebird Theatre* 2012 - 2021

Director/Educator/Costume Designer

* Coordinated summer educational workshop program, which became the financial and educational foundation of the company, serving over 200+ students each year over three locations
* Curriculum development, directed two or three musicals, selected and trained staff members, managed individual budgets, oversaw costume, prop, lighting, sound, and set construction crews
* Coordinated logistical needs for off-site performances, including rentals and liaising with facilities and technical staff
* Board Member (Volunteer): class program coordination, show selection, fundraising, budgeting, marketing/PR, facilities

*Arcadia University* 2017 - 2020

Adjunct Professor/Wardrobe Supervisor (position eliminated due to COVID)

* Taught first year costume practicum course: hand/machine sewing, wardrobe crew training, using patterns, construction
* Managed student wardrobe crew on site, made schedule, oversaw day work and progression of skills, addressed issues
* Maintained supplies within budget, ensured facilities and machinery running smoothly

*Lansdale Catholic High School* 2016 - 2018

Drama Moderator/Director

* Directed and managed two productions per year (play and musical), or recruited, hired, and supervised a consulting director
* Managed budgets, facility requests and upkeep, student and adult staff; maintained theatrical equipment inventory
* Coordinated fundraisers and special events with student committees, including facilities, promotions, and creative

*William Ivey Long Studios* 2014

Costume Intern, *Little Dancer* (Kennedy Center)

* Effectively communicated designs to costume shops and vendors throughout New York City
* Selected fabrics and notions for 100+ costumes, problem solved with vendors and team within design and budget limitations
* Collaborated on Broadway-style design presentation at first rehearsal

*Conservatory of Music and Dance* 2009 - 2012

Production Manager/Director/Educator

* Managed the building and onsite dance shop during evening classes, scheduling and logistics
* Planned and executed internally produced recitals, lessons, and theatre productions in our space
* Organized off-site recitals and events, including complicated schedules, costume purchasing, and communications
* Designed and produced brochures, production programs, and other documents
* Assisted students and parents with class registration, store purchases, and all inquiries

*CBS Television* 2007 - 2008

Guest Relations

* Facilitated check-in and seamless coordination of 300+ audience members for *The Price is Right* and other show tapings
* Managed walk-up ticket distribution and coordinated on office tasks and organization

**Education**

*Certifications*

St. Joseph’s University: Digital Marketing Science course (completion in February 2024)

HubSpot Academy: Digital Marketing, Social Media 1, Social Media 2 (in progress), Content Marketing (in progress)

Google: Analytics, Ad Search

*Bowling Green State University, Bowling Green, OH* 2020 - 2021

Ph.D. curriculum, Theatre and Performance Studies

* Honorable Mention, Charles E. Shanklin Award for Research Excellence: “Just Like Rising Moon: Racism and Native American Representation in *Annie Get Your Gun*'s Two Scripts.”

*Villanova University, Villanova, PA* 2012 - 2014

Master of Arts, Theatre

* Stage Manager, Costume Designer, Assistant Stage Manager, and Performer. Thesis: costume design for *Everyman*
* Graduate Assistant, Costume Shop
  + Assistant to costume designer on two shows per season: trained and delegated to student and professional staff, formulated coherent and efficient paperwork, coordinated rentals and inventory, kept within overall budgets
  + Executed technical and artistic vision as First Hand – cutting, sewing, crafting, millinery, and other projects

*Ithaca College, Ithaca, NY* 2003 - 2007

Bachelor of Science, Communications.Minors: Business and Scriptwriting

* Internships: *All My Children* (Production Office), *NBC Universal* (Publicity), *Malcolm in the Middle* (Writers’ Office)
  + Wrote episode summaries for DVD packaging and web presence, press kits, and talent/executive biographies; talent liaison for *Days of our Lives* 40th Anniversary party and other events; heavy phones and research
* *Student Activities Board Film Committee*, Chair

**Volunteer Work**

*Variety Philadelphia* 2020 - Present

Character Performer: Glitter the Elf, Holiday Lane and Student Party

* + VarietyPhila.org provides educational and vocational programs to children and young adults with disabilities
  + Engage with students and families and help staff facilitate activities, gift distribution, and positive interaction

*Playcrafters of Skippack* 2023 Season

Instagram Manager

* + Public liaison to promote engagement within Skippack Village community and among patrons, volunteers, and staff
  + Followers increased over 400% in 2023; Engagements increased 2% in every 90-day period; Reach consistently over three times the account’s total followers

**Costume Design**

\* All assistant design credits are for award-winning Philadelphia-based designer Janus Stefanowicz

2024 *Joseph … Amazing Technicolor Dreamcoat*, WolfPACCostume Designer

*Where The Grickle Grass Grows*, WolfPAC Design Mentor

2023 *Urinetown*, WolfPAC Costume Designer

*Into The Woods*, Friends Central School Costume Designer

*Jungle Jamboree*, WolfPAC Costume Designer

*A Tale of Two Kitties*, WolfPAC Costume Designer

*The Oresteia Project*, WolfPAC Design Mentor

*Try To Remember*, WolfPAC Design Mentor

2022 *SpongeBob SquarePants: The Musical*, WolfPAC Costume Designer

*Lost Girl*, Abington Friends School Costume Designer

*The Missing Button*, WolfPAC Costume Designer

*Run, Stinky, Run!*, WolfPAC Costume Designer

2021 *Romeo & Juliet* (film), Firebird Theatre Costume Designer

*Godspell*, Abington Friends School Costume Designer

*Jungle Book Kids*, WolfPAC Costume Designer

*Where The Wild Things Are*, WolfPAC Costume Designer

*Clickety Quackety Moo!,* WolfPAC Costume Designer

*Metamorphoses*, WolfPAC Costume Designer

2020 *101 Dalmatians Kids*, WolfPAC Costume Designer

*The 25th Annual … Spelling Bee,* WolfPAC Costume Designer

*Fiddler On The Roof*, WolfPAC Costume Designer

2019 *Aggy the Adventurer*, Act II Playhouse Costume Designer

*The Addams Family*, WolfPAC Costume Designer

*You’re A Good Man, Charlie Brown*, WolfPAC Costume Designer

*Winnie the Pooh Kids*, WolfPAC Costume Designer

*Charlotte’s Web*, WolfPAC Costume Designer

*A Midsummer Night’s Dream* (2 versions), WolfPAC Costume Designer

*Songs For a New World*, Abington Friends School Costume Designer

*Macbeth*, PSF WillPower Tour Assistant Costume Designer

2018 *The Book Club Play,* Villanova Theatre Costume Designer

*Crimes of The Heart*, Arcadia University Costume Designer

*Rosie the Reindeer*, Act II Playhouse Costume Designer

*A Midsummer Night’s Dream*, North Penn HS Costume Designer

*Romeo & Juliet*, WolfPAC Costume Designer

*Peter and The Starcatcher*, WolfPAC Costume Designer

*You’re A Good Man, Charlie Brown*, Abington FS Costume Designer

*Spring Awakening*, Belfry Theatre Club Costume Designer

*The Diary of Anne Frank*, Abington Friends School Costume Designer

*The Addams Family Young @ Part*, Firebird Theatre Costume Designer / Director

*Curtains! Young @ Part*, Firebird Theatre Costume Designer / Director

*Godspell*, WolfPAC Costume Designer

*Hansel & Gretel’s Candy Capers*, WolfPAC Costume Designer

*The Revolutionists*, Theatre Horizon Assistant Costume Designer

*Camelot*, Act II Playhouse Assistant Costume Designer

*Big Red Sun*, 11th Hour Theatre Company Assistant Costume Designer

*His Girl Friday*, Hedgerow Theatre Assistant Costume Designer

*Biloxi Blues*, Act II Playhouse Assistant Costume Designer

*A Midsummer Night’s Dream*, PSF WillPower Tour Assistant Costume Designer

*Collected Stories*, Act II Playhouse Assistant Costume Designer

2017 *Dorian Gray*, New York Musical Festival Costume Designer / Actor

*Annie Get Your Gun*, Rose Valley Chorus Costume Designer for Annie / Actor – Annie

*Waiting for Godot*, Lehigh University Costume Designer

*The Motherfu\*\*er With The Hat*, Arcadia University Costume Designer

*Hello, Dolly!*, Firebird Theatre Milliner

*My Very Own Polar Bear*, Act II Playhouse Costume Designer

*A Midsummer Night’s Dream*, Lansdale Catholic HS Costume Designer / Director

*A Man For All Seasons*, Belfry Theatre Club Costume Designer

*Guys & Dolls Jr.*, Firebird Theatre Costume Designer / Director

*The Drowsy Chaperone*, Abington Friends School Costume Designer

*Julius Caesar*, Belfry Theatre Club Costume Designer

*Annie Jr.*, Firebird Theatre Costume Designer

*Coriolanus*, Lantern Theatre Company Assistant Costume Designer

*Around The World in 80 Days*, Hedgerow Theatre Assistant Costume Designer

*Red Velvet*, Lantern Theatre Company Assistant Costume Designer

*Romeo and Juliet*, PSF WillPower Tour Assistant Costume Designer

2016 *This Wonderful Life*, Act II Playhouse Costume Designer

*The It Girl,* Simpatico Theatre Project Costume Designer

*Night Watch*, Ursinus College Costume Designer

*Xanadu Jr.*, Firebird Theatre Costume Designer / Director

*The Music Man Jr.,* Firebird Theatre Costume Designer / Director

*Singin’ In The Rain Jr.*, Firebird Theatre Costume Designer, Leads/Specialty / Director

*Murray the Elf/Holly Heist*, Act II Playhouse Costume Designer

*Sleeping Handsome*, Act II Playhouse Costume Designer

*Bad Jews*, Lehigh University Costume Designer

*The 25th Annual … Spelling Bee*, Ursinus College Costume Designer

*The Burnt Part Boys*, Belfry Theatre Club Costume Designer

*Seussical*, Belfry Theatre Club Costume Designer

*Metamorphoses*, Penn State University, Abington Costume Designer

*Beowulf*, William Penn Charter School Costume Designer

*Venus in Fur*, B Sharp Productions Costume Designer

*Mrs. Warren’s Profession*, Lantern Theater Company Assistant Costume Designer

*The Carols*, 1812 Productions Assistant Costume Designer

*Hamlet*, PSF WillPower Tour Assistant Costume Designer

*The Government Inspector*, IRC Assistant Costume Designer

*As You Like It*, Lantern Theatre Assistant Costume Designer

*The Nether*, InterAct Theatre Company Assistant Costume Designer

2015 *The Three Maries*, Prince Music Theater Assistant Costume Designer

*Speech & Debate*, Azuka Theatre Costume Designer

*All In The Timing*, Ursinus College Costume Designer

*Our Town*, Belfry Theatre Club Costume Designer

*Mrs. Coney*, Steel River Playhouse Costume Designer

*Peter Pan Jr.*, Firebird Theatre Costume Designer / Director

*Alice in Wonderland Jr.*, Firebird Theatre Costume Designer / Director

*Antigone*, William Penn Charter School Costume Designer

*The Shadow of a Gunman*, Irish Heritage Theatre Costume Designer

*Spring Storm*, Belfry Theatre Club Costume Designer

*Court Martial at Fort Devens*, Steel River Playhouse Costume Designer

*Black Nativity*, Theatre Horizon Assistant Costume Designer

*Julius Caesar*, PSF WillPower Tour Assistant Costume Designer

*Bullshot Crummond*, Hedgerow Theatre Assistant Costume Designer

*Photograph 51*, Lantern Theatre Assistant Costume Designer

*In The Blood*, Theatre Horizon Assistant Costume Designer

*Misalliance*, Idiopathic Ridiculopathy Consortium Assistant Costume Designer

*Doubt*, Lantern Theatre Company Assistant Costume Designer

2014 *Little Dancer*, Kennedy Center Costume Intern,

Costume Designer, William Ivey Long

Associate Designer, David Kaley

*Outside Mullingar*, Philadelphia Theatre Company Assistant Costume Designer

*Twelfth Night*, Commonwealth Classic Theatre Co. Costume Designer

*Bat Boy*, Belfry Theatre Club Costume Designer

2013 *Everyman*, Villanova TheatreCostume Designer

*\*Kennedy Center ACTF design nominee, January 2014*

*It’s A Wonderful Life*, Firebird TheatreCostume Designer / Actor – Mary Bailey

*Bye Bye Birdie*, Firebird Theatre Costume Designer

*The Little Mermaid Jr.*, Firebird Theatre Costume Designer / Director

2012 *The Trouble in Oz*, Firebird Theatre Costume Designer

*The Wiz*, PA Performing Arts Co. Costume Designer / Assistant Director

2011 *Annie Jr.*, PA Performing Arts Co. Costume Designer / Assistant Director

*Seussical Jr.*, PA Performing Arts Co. Costume Designer / Director

*Into The Woods Jr.*, PA Performing Arts Co. Costume Designer / Director

*Alice in Wonderland Jr.*, PA Performing Arts Co. Costume Designer / Director

2010 *101 Dalmatians, Kids*, PA Performing Arts Co. Costume Designer / Director

*High School Musical, Jr.*, PA Performing Arts Co. Costume Designer / Assistant Director

**Costume Employment:**

*Wolf Performing Arts Center* (2015 – present).

* costume shop manager as of January 2019
  + supervise volunteers and staff, oversee other designers, maintain machines and stock
* design costumes for shows as assigned
  + measurements, design concept, collaborating with directors, fittings, building, alterations
* 2015 – 2019: assisted prior costume shop manager with construction, alterations, crafting, millinery
  + built pieces for *Willy Wonka, Alice in Wonderland, Sleeping Beauty, Into the Woods*, etc
* oversee costumes and actors during performances as needed

*William Ivey Long Studios* (2015). Costume Intern for “Little Dancer” (Kennedy Center).

* swatching, shopping, errands, organization, Photoshop, assistance with fittings, collaboration on design presentation, communicating with costume shops and vendors around New York

*Villanova Theatre* (2012 – 2014). Graduate Assistant, Costume Shop.

* cutting, pinning, sewing, shopping, paperwork, stock organization, pulling for rentals and our season
* Assistant to Costume Designer: *How I Learned To Drive*, *Muswell Hill*, *The School For Lies*
* First Hand: *The Drowsy Chaperone*, *Salome*, *Red Herring*, *The Light In The Piazza*
* Costume Designer (thesis project): *Everyman*

**Costume Skills:**

Research, sketching, machine and hand sewing, cutting, pinning, simple draping and patterning (beginner), paperwork (costume plots, charts, script analysis), fitting assistant (photos, fitting notes), shopping, swatching, stock organization and pulling, budgeting, crafting, beginner millinery, supervision of others.

**Theatre Direction & Education**

2024 *Matild*a, Mount Saint Joseph Academy (Nov 2024) Director

2023 *Seussical Kids*, Wolf Performing Arts Center Director

2022 *Annie Jr.*, Wolf Performing Arts Center Director

2021 *Romeo & Juliet* (film), Firebird Theatre Director

2019 *Big Fish*, Firebird Theatre Director

*Spamalot Young @ Part*, Firebird Theatre Director

2018 *The Addams Family Y@P*, Firebird Theatre Director / Costume Designer

*Curtains! Young @ Part*, Firebird Theatre Director / Costume Designer

2017 *A Midsummer Night’s Dream*, Lansdale Catholic Director / Costume Designer

*Guys & Dolls Jr.*, Firebird Theatre Director / Costume Designer

*Seussical Jr.*, Perkiomen Valley MS East Director

*Cinderella Kids*, Firebird Theatre Director

2016 *Peter Pan*, Lansdale Catholic High School Director

*Singin’ In The Rain Jr.*, Firebird Theatre Director

*Xanadu Jr.*, Firebird Theatre Director / Costume Designer

*The Music Man* *Jr.*, Firebird Theatre Director / Costume Designer

*Life Could Be A Dream*, Skippack Fringe Fest Director

2015 *Elf Jr.*, Firebird Theatre Director

*Peter Pan Jr.*, Firebird Theatre Director / Costume Designer

*Alice in Wonderland Jr.*, Firebird Theatre Director / Costume Designer

2014 *Beauty and the Beast Jr*, Firebird Theatre Director

*101 Dalmatians Kids*, Firebird Theatre Director

2013 *The Little Mermaid Jr.*, Firebird Theatre Director / Costume Designer

*Cinderella Kids*, Firebird Theatre Director

2012 *The Trouble in Oz*, Firebird Theatre Musical Director / Costume Designer

*The Wiz*, PA Performing Arts Co. Assist. Director / Costume Designer

2011 *Annie Jr.*, PA Performing Arts Co. Assist. Director / Costume Designer

*Seussical Jr.*, PA Performing Arts Co. Director / Costume Designer

*Into The Woods Jr.*, PA Performing Arts Co. Director / Costume Designer

*Alice in Wonderland Jr.*, PA Performing Arts Co. Director / Costume Designer

2010 *101 Dalmatians, Kids*, PA Performing Arts Co. Director / Costume Designer

*High School Musical, Jr.*, PA Performing Arts Co. Assist. Director / Costume Designer

**Theatre Teaching:**

Musical theatre, voice technique, movement, script analysis, dramaturgy, creating a character, acting through song, costume design, prop construction.

*Wolf Performing Arts Center*, 2015 – Present.

* Direct fully produced musicals with young students; oversee student assistants and production staff; teach theatrical skills through production of scripted show.
* Substitute acting classes and voice lessons as able.
* Costume Shop Manager: instruct Technical Apprentice students in costume design, constructions, and crafting skills, including costume plot, communication with directors and production teams, conducting measurements and fittings, and protocol at dress rehearsals and backstage.

*Firebird Theatre*, 2012 – 2021.

* Direct fully produced musicals with varying age groups (7-12, 12-18, 12-college); oversee/educate student teaching assistants and production staff; oversee costumes, props, and set.
* Audition Workshop: teach cold reading and audition techniques to students age 8+.

*Private Voice Lessons*, 2012 – 2017.

* Beginner to intermediate. Technique, building a repertoire, acting through song.

*Conservatory of Music and Dance*, 2010 – 2012.

* Taught musical theatre classes for ages 3-15; prepared students for two recitals each year.
* Directed fully produced musical productions for ages 7-15.

**Performance**

**Off-Broadway:**

*Dorian Gray* Amelia Vane/Lady Narborough/Winnie New York Musical Festival

**Theatre:**

*Little Women* (Kate Hamill) Jo March Playcrafters of Skippack

*Annie Get Your Gun* Annie Oakley Rose Valley Chorus & Orchestra

*Steel Magnolias*  Truvy Jones Harmony Theatre

*Silent Sky* Margaret Leavitt Playcrafters of Skippack

*Enchanted April* Lady Caroline Bramble Playcrafters of Skippack

*Sense & Sensibility* Fanny Dashwood/Gossip Playcrafters of Skippack

*The Children’s Hour* Karen Wright DCP Theatre

*The Gazebo*  Nell Nash Playcrafters of Skippack

*R&H’s Cinderella* Stepsister Joy Laymen Playmen

*The Music Man* Ethel Toffelmier Rose Valley Chorus & Orchestra

*Eden 2.0* (reading) Peggy Media Arts Council Play Reading Series

*Tapping At The Window* (reading) Anna Media Arts Council Play Reading Series

*The Hunchback of Notre Dame* Choir (Soprano) The Barn Playhouse

*Vanishing Tess*  Vonnie Playcrafters of Skippack

*Miracle on 34th Street* Mrs. Mara DCP Theatre

*Dorian Gray* (reading) Amelia Vane/Lady Narborough Villanova University

*White Christmas* Rhoda Steel River Playhouse

*Gypsy*  Mazeppa King of Prussia Players

*It’s A Wonderful Life, Radio Play* Mary Hatch Bailey Firebird Theatre

*The Drowsy Chaperone* Trix the Aviatrix Villanova Theatre

*Nailed in Vegas* (murder mystery) Ginger Snap Rose Valley Chorus & Orchestra

*Legally Blonde* Enid Hoopes/Leilani STC

*Hairspray* Prudy Pingleton/Principal/Prison Matron/Gym Teacher STC

*Seussical* Mayzie LaBird PA Performing Arts Company

*A Midsummer Night’s Dream* Helena Arcadia University Summer Prog.

*Annie Jr.* Miss Hannigan PA Performing Arts Company

*Alice in Wonderland* Queen of Hearts PA Performing Arts Company

*101 Dalmatians* Cruella DeVil PA Performing Arts Company

*High School Musical*  Ms. Darbus PA Performing Arts Company

*The Nutcracker* Clara’s Mother PA Performing Arts Company

*Sleeping Beauty*  Queen PA Performing Arts Company

*A Christmas Carol: The Musical* Mrs. Cratchit/Various PA Performing Arts Company

**Training:**

Villanova University, M.A. Theatre

* Acting (Nancy Boykin), Collaborative Theatremaking, Solo Performance (Michael Hollinger), Musical Theatre (Valerie Joyce, Peter Hilliard, Barby Roche)

Walnut Street Theatre, Musical Theatre: Heidi Hayes, Michael Borton, Susan Nicodemus Quinn

**Voice:** MajaLisa FritzHuspen, Joy Keener, Cori Scotti

**Dance:** some ballet, jazz, waltz; experience with partnering and lifts

**Skills:**

piano; clarinet; bugle; Italian, Spanish, and French knowledge (not fluent).

Teacher: acting, script analysis, character work, voice, and movement to students aged 7-22.