

Kimberly Dillon

www.kimberlydillon.net

Theatre/Film Producer & Writer/Director

THEATRE

Co-Producer The Road Back – *Full length solo show (Produced, Written & Performed by Adina Taubman, Directed by Padraic Lillis)*

- Group sale outreach and management, oversaw and tracked all ticket sales and ticketing website
- Created marketing materials for social media, newsletters, and crew, and designed online program
- Managed box office staff and created house reports

Producer Savage in Limbo - *Full length Play (Produced by Kimberly Dillon, Directed Eric S. Robertson)*

- Fundraised \$8,000 for entire production, hired all cast and creative positions, and contracted a site-specific location at the Parkside Lounge as an Equity Showcase
- Marketed to potential audience members via social media, personal letters, and emails
- Liaised with all creative positions on look, feel, and aesthetic of the show

Associate Producer 4 Little Girls - *Staged Reading Panel Talk-Back (Produced by Erich McMillan-McCall w/ Project 1Voice)*

- Acted as point of contact for moderator and 9 panel members before and during panel
- Created VIP audience member lists and facilitated seating for panel members' special guests

Production Assistant Moonlight and Magnolias - *Full length Play (Produced by Manhattan Theatre Club, Directed by Lynn Meadow)*

- Assisted Stage Management team during rehearsals and participated in backstage crew during performances
- Rehearsed understudies and ran lines with actors

Production Assistant Sally Wilfert at 54 Below - *Solo Cabaret Performance (Produced by 54 Below, Music Directed by Chris Fenwick)*

- Consulted on marketing plans, including creating and maintaining MailChimp lists, email updates, performer Facebook page, and press release, that was distributed to theatrical journalists

FILM

Writer / Producer / Director One Day – *Narrative Short Film currently in Post-Production (Written, Produced, Directed by Kimberly Dillon)*

- Wrote complete screenplay, including revisions and final draft
- Fundraised for all production expenses, hired and contracted crew and cast, developed timelines, broke down script and budget, managed all on-set producer duties
- Crafted entire visual concept for film, shot list, coordination with DP on all visual elements, directed entire shoot, partnering with Editor to complete final cut
- Researching appropriate film festival run, and planning for submission fee fundraising

Co-Producer / Production Manager Warriors of Education - *Documentary Short (Co-Produced and Directed by Karen Sarah Watson, Co-Directed/DP by Rachel Lattin)*

(Winner-Indiedance 2020, Official Selection-Block Island, New York World, CIFF Film Festivals)

- Consulted in fundraising planning, including events and directed fundraising video.
- Consulted in development of story and assessment of subjects.
- Sought and hired personnel, created contracts, rented equipment, location approvals.
- Scheduled shoot days as well as on-set management.

Production Manager / Line Producer Sound/Vision - *Narrative Short Drama (Written & Produced by Ari Rossen, Directed by Jeremiah Kipp)*

- With the Producer, searched and hired 10 crew members
- Organized daily transportation schedule and facilitated all cast and crew meals
- Managed receipts from crew, liaison with location point people, crew/cast and production staff

- Wrapped all locations and coordinated with Producer on insurance and permits

Production Manager / 1st AD Saving Unicorns - *Web Series S1:E3 - P.O.V (Written & Produced by Staci Jacobs, Directed by Martine Charnow)*

- Worked closely with Director and DP during pre-production and shoot to ensure efficient time management and shot must haves, including wrapping out location
- Created transportation schedule, point of contact between the Producer, cast, and crew on shoot day and kept shoot on time

Associate Producer / 1st AD Actor's Reel Project *Charlotte Purser (Produced & Written by Charlotte Purser, Directed by James Carter)*

- Created crew and cast contact lists, call sheets, and shooting schedule
- Worked closely with Director and DP during shoot to ensure efficient time management and shot must haves, including wrapping out location, and facilitated cast and crew meal orders

EDUCATION

BA Communication Major: Theatre, Minor: Modern Dance (*Ohio Northern University Ada, Ohio*)

Theatre/Film Producing Workshops Molly Pearson (*Partial Comfort Productions / Table Ten Films*)

Acting/Voice John Gould Rubin, Karen Kohlhaas (*Atlantic Theatre Co*), Sally Wilfert, Linklater Studio, Queen Margaret College Edinburgh, Scotland

ORGANIZATIONS AND INTERESTS

Member SAG/AFTRA, AEA

Interests Reading (*fiction, memoir, self-development*), Dog Lover/Animal Sanctuaries (*Rancho Relaxo, Skydog, Woodstock Farm, Sleepy Pig Farm*), Hiking/Nature (*Upstate NY+*) Travel (*Favs include Italy, France, India*), Feminism, Embodiment