

# Nicholas Stephen Orvis

Phone: (315) 404-5265 E-Mail: nsorvis@gmail.com

## Recent Work Experience

### Premiere Stages at Kean University

October 2014—Current

*Resident Dramaturg and Literary Assistant [part-time]*. Provides coverage for and organizes scripts submitted to the Premiere Play Festival and commission programs; distributes material to and organizes feedback from Festival panelists; edits feedback for playwrights; facilitates administrative oversight for the Play Festival, including panelist payroll; production dramaturg for multiple readings, workshops, and productions yearly; writes and designs dramaturgical lobby displays; sources potential guest speakers for post-show discussions; reviews and scouts potential season shows; teaching artist and teaching assistant for educational residencies; writes Play Festival narratives for grant applications; supervises interns' dramaturgical work.

### Young Playwrights, Inc.

February—May 2015

*Script Reader and Final Selection Committee*. Provided coverage for scripts submitted by under-18 playwrights to National Playwriting Competition and New York City Write a Play! competition; provided detailed feedback to each playwright on current strengths and ways to improve their script, tailoring feedback to the writer's age, ability, and interests; sat on committee to select winners for high school division of Write a Play!.

### New Dramatists

September 2014—May 2015

*Intern*. Managed phone and email communication for the front desk; facilitated meetings of the admissions committee; assisted on daily artistic projects and staff support as needed; managed new materials donated to the New Dramatists play library, including tracking draft copies, archiving material, and communicating with playwrights to ensure their good representation; reorganized digital library of scripts for new cloud server. Stage manager for select readings, facilitating artists' payment, paperwork, and new material.

### Premiere Stages at Kean University

June—August 2014

*Artistic Intern*. Assisted with daily administrative tasks in the artistic office, including conducting production dramaturgy, writing and designing program notes and lobby displays, interviewing cast members for promotional media, reading script submissions, and bookkeeping; teaching assistant for high school section of Camp Premiere.

### Portland Stage Company

September 2013—May 2014

*Directing and Dramaturgy Intern*. Assisted with daily administrative tasks in the Literary and Education departments, including reading and evaluating script submissions for Portland Stage's annual play festivals, the Little Festival of the Unexpected and the Young Writers Project; wrote and published dramaturgical guides and notes for both production staff and audiences; served as Assistant Director/Dramaturg on two of seven mainstage season productions, as well as being a producer and dramaturg for the Little Festival.

## Other Professional Theatre Experience

### Freelance Director and Dramaturg

June 2014—Present

Director of numerous productions, staged readings, and workshops in a variety of formats and operating under wide-ranging budgets. Dramaturg and/or assistant director on numerous independent productions with companies in New York City and regionally. ***Separate resume available.***

## Education

### Wesleyan University, Middletown, CT

Bachelor of Arts, Major: Theater, Honors in Directing, ΦBK.

## Special Skills

General: Strong organizational, scheduling, and leadership skills; fast and comprehensive reader, fast learner. Strong writing, editing, and feedback skills; strong teaching skills (three years of work as professional tutor, ongoing work as a substitute teacher). Musically literate. Valid driver's license (New York State). Physical theater training (mime, mask, *commedia dell'arte*, basic acrobatics).

Languages: Competent Spanish, basic Italian.

Computer and Technical: Strong skills with Microsoft Office suite. Adobe InDesign and basic Photoshop, Vectorworks, and Lightwright. Carpenter and theatre electrician. ETC Eos/Ion and Express/Expression programming.