

Stephanie Polhemus

Company Manager and Scenic Designer

Education

- MFA in Scenic Design University of Illinois at Urbana-Champaign 2010
- BA in Theatre University of West Georgia 2006
- HS Diploma Chamblee High School 2002

Experience

Company Manager Atlanta Lyric Theatre March 2018-present

- Creating and collecting all contracts, tax documents and all other documents for all artists and distributing information to appropriate departments.
- Organizing and running auditions: Making all appointments, collecting and distributing all documentation, keeping the Airtable organized, point person for all actors ad creative team.
- Oversee production: Creating budgets and production timelines and deadlines, divide production management duties with part time production manager
- Finance Duties as assigned: Payroll for all employees, cutting and mailing checks, communicating cashflow needs with accountant
- Oversee box office associates including training.
- Liaison for all Unions: make sure we are in compliance, keep up with paperwork and contracts
- General Office Management: schedule staff meetings, keep all part time employees in the loop, maintain supplies and schedules

Teaching Experience

- University of West Georgia, Instructor of Theatre Fall 2010-Spring 2017
 - Classes Taught: Theatre Appreciation, Self Staging: Oral Communication in Daily Life
 - Taught Concepts in Theatre Design Spring 2013
 - Served as an Advisor to student Prop Masters Fall 2010-Spring 2013
 - Served as an advisor to Sound Designers and Media Designers Spring 2012-Spring 2013.
 - Recruitment through conferences and school visits Spring 2010
- University of Illinois, Teaching Assistant
 - Assistant to Adriane Binky Donley for *Introduction to Props*
 - Responsible for supervising and helping students while in props lab and assist in demonstrations.

Production History**Scenic Design**

<i>Water by the Spoonful</i>	Kennesaw State University, 2020	Karen Robinson, director
<i>Bright Star</i>	Georgia Ensemble Theatre, 2020	Justin Anderson, director
<i>Leading Ladies</i>	Georgia Ensemble Theatre, 2020	Jimmy Donadio, director
<i>Safety Net</i>	Theatrical Outfit, 2019	Karen Robinson, director
<i>War Paint</i>	Atlanta Lyric Theatre, 2019	Susan Reid, director
<i>Bullets Over Broadway</i>	Georgia Ensemble Theatre, 2019	Jimmy Donadio, director
<i>Driving Miss Daisy</i>	Georgia Ensemble Theatre, 2019	Laurel Farley Crowe, director
<i>Moonlight and Magnolias</i>	Georgia Ensemble Theatre, 2019	Jimmy Donadio, director
<i>I Loved, I Lost, I Made Spaghetti</i>	Georgia Ensemble Theatre, 2018	Rachel May, director
<i>9 to 5 The Musical</i>	Georgia Ensemble Theatre, 2018	Shelly McCook, director
<i>Comedy of Tenors</i>	Georgia Ensemble Theatre, 2018	Jimmy Donadio, director
<i>Having Our Say</i>	Georgia Ensemble Theatre, 2017	Andrea Fry, director
<i>Spring Awakening</i>	University of West Georgia, 2016	Shelly Elman, director
<i>Junie B Jones, the Musical</i>	Georgia Ensemble Theatre, 2016	Laurel Crowe, director
<i>Big Bad Musical</i>	University of West Georgia, 2016	Laurel Crowe, director
<i>My Fair Lady</i>	Georgia Ensemble Theatre, 2015	Don Ferrell, director
<i>An Evening of 10 Minute Plays</i>	University of West Georgia, 2015	Pauline Gagnon, director
<i>Homers</i>	Georgia Ensemble Theatre, 2015	Jaelyn Hofmann, director
<i>The Lion, the Witch, and the Wardrobe</i>	Georgia Ensemble Theatre, 2014	Laurel Crowe, director
<i>Beauty and the Beast</i>	Georgia Ensemble Theatre, 2014	Laurel Crowe, director
<i>Once on this Island</i>	University of West Georgia, 2013	Amy Cuomo, director
<i>Almost Heaven: John Denver's America</i>	Georgia Ensemble Theatre, 2013	Bob Farley, director
<i>Hello, Dolly!</i>	Georgia Ensemble Theatre, 2013	Heidi Cline, director
<i>Ring of Fire</i>	Georgia Ensemble Theatre, 2012	Bob Farley, director
<i>Tokens of Affection</i>	Georgia Ensemble Theatre, 2011	Topher Payne, director
<i>South Pacific</i>	University of Illinois Opera, 2010	Dawn Harris, director
<i>The Hip-Hop Project: Insight into the Hip-Hop Generation</i>	University of Illinois Theatre, 2009	Aaron Todd Douglass, director
<i>Three Sisters</i>	University of Illinois Theatre, 2009	Brant Pope, director
<i>Armide</i>	University of Illinois Opera, 2008	James Zager, director
<i>Amahl and the Night Visitors</i>	Southern Crescent Choral, 2006	Janice Folsom, director
<i>How I Learned to Drive</i>	University of West Georgia, 2005	Amy Cuomo, director

Assistant Scenic Design

<i>Pancakes, Pancakes**</i>	Alliance Theatre, 2016	Kat Conely, designer
<i>The Lion, the Witch, and the Wardrobe*</i>	Alliance Theatre, 2016	Kat Conely, designer
<i>Mariela in the Desert</i>	Aurora Theatre, 2014	Regina Garcia, designer

Props Master

<i>Miss Siagon</i>	Serenbe Playhouse, 2016	Brian Clowdus, director
<i>Of Mice and Men</i>	Serenbe Playhouse, 2016	Jenny Lord, director
<i>Charlotte's Web*</i>	Serenbe Playhouse, 2016	Ryan Oliveti, director
<i>Evita</i>	Serenbe Playhouse, 2015	Brian Clowdus, director
<i>Godspell</i>	Georgia Ensemble Theatre, 2014	Chuck Welcome, designer
<i>Deathtrap</i>	Georgia Ensemble Theatre, 2013	Jonathan Rollins, designer
<i>Ramona Quimby</i>	Georgia Ensemble Theatre, 2013	Jonathan Rolins, designer
<i>The Importance of Being Earnest</i>	Williamstown Theatre Festival, 2012	Allen Moyer, designer
<i>The Blue Deep</i>	Williamstown Theatre Festival, 2012	Andrew Boyce and Takashi Kata, designers
<i>Last of the Red Hot Lovers</i>	Williamstown Theatre Festival, 2012	Alexander Dodge, designer
<i>Far From Heaven</i>	Williamstown Theatre Festival, 2012	Allen Moyer, designer
<i>The Elephant Man</i>	Williamstown Theatre Festival, 2012	Timothy R. Mackabee, designer
<i>A Month in the Country</i>	Williamstown Theatre Festival, 2012	Takashi Kata, designer
<i>Whaddabloodclott!!!</i>	Williamstown Theatre Festival, 2012	David Gallo, designer
<i>Thoroughly Modern Millie</i>	Atlanta Lyric Theatre, 2011	Tommy Cox, designer
<i>Legacy of Light</i>	Horizon Theatre Company, 2011	Axis Design Studio, designers
<i>Its Jewdy's Show</i>	Williamstown Theatre Festival, 2010	Andrew Boyce, designer
<i>A Funny Thing Happened on the Way to the Forum</i>	Williamstown Theatre Festival, 2010	Alexander Dodge, designer
<i>Samuel J & K</i>	Williamstown Theatre Festival, 2010	Adam Stockhausen, designer
<i>Six Degrees of Separation</i>	Williamstown Theatre Festival, 2010	Antje Ellermann, designer
<i>Our Town</i>	Williamstown Theatre Festival, 2010	David Korins, designer
<i>The Last Goodbye</i>	Williamstown Theatre Festival, 2010	Mike Brown, designer
<i>Knickerbocker</i>	Williamstown Theatre Festival, 2009	Alexander Dodge, designer
<i>True West</i>	Williamstown Theatre Festival, 2009	Neil Patel, designer
<i>What is the Cause of Thunder?</i>	Williamstown Theatre Festival, 2009	Alexander Dodge, designer
<i>The Torch-Bearers</i>	Williamstown Theatre Festival, 2009	David Korins, designer
<i>Caroline in Jersey</i>	Williamstown Theatre Festival, 2009	Andrew Boyce, designer
<i>Quartermaine's Terms</i>	Williamstown Theatre Festival, 2009	Derek McLane, designer
<i>Romeo et Juliette</i>	University of Illinois Opera, 2008	Tara A. Houston, designer
<i>As You Like It</i>	Georgia Shakespeare Festival, 2008	Kat Conley, designer
<i>Merchant of Venice</i>	Georgia Shakespeare Festival, 2008	Leslie Taylor, designer
<i>Alls Well that Ends Well</i>	Georgia Shakespeare Festival, 2008	Kat Conley, designer
<i>Tom Thumb the Great</i>	Georgia Shakespeare Festival, 2008	Jonathan Williamson, designer
<i>Christmas Carol</i>	Parkland College, 2008, 2009	J.W. Morrissette, director
<i>Henry IV Part 1</i>	University of Illinois Theatre, 2008	Jennifer Zimmerman, designer

Props Supervisor

<i>Valley of Fear</i>	Williamstown Theatre Festival, 2012	Zoey Russo, prop master
<i>After the Revolution</i>	Williamstown Theatre Festival, 2010	Josh Hackett, prop master
<i>Camp Monster</i>	Williamstown Theatre Festival, 2010	Kathryn Vega, prop master
<i>Western Country</i>	Williamstown Theatre Festival, 2010	Kathryn Vega, prop master
<i>House of Home</i>	Williamstown Theatre Festival, 2010	Kathryn Vega, prop master
<i>Schmoozy Togetherness</i>	Williamstown Theatre Festival, 2009	Jon Knust, prop master
<i>Golden Gate</i>	Williamstown Theatre Festival, 2009	Cassie Dorland, prop master
<i>After the Revolution</i>	Williamstown Theatre Festival, 2009	Ellie Bye, prop master

Honors and Awards

- Suzi Bass Award Nomination for Theatre for Young audiences Best Design for Props for *Charlotte's Web* at Serenbe Playhouse 2016
- Graduate with Distinction, University of Illinois (UIUC) 2010
- Menefee Fellow, UIUC 2007-2010
- Graduate Assistantship in the Prop Shop 2007-2010
- Company Member of the Year, University of West Georgia (UWG) 2006
- 1st place Scenic Design *How I Learned to Drive*. Georgia Theatre Conference 2005

Presentations

- *Lets Render* USITT development workshop. Assistant March 2010
- *What are Props?* Lecture to Freshman 100 Class Spring and Fall 2009
- *American Scene Design Student Experience* to Beijing Dance Academy Summer 2009
- Scene Design Lecture to High School Drama Clubs Summer 2007

Affiliations/Memberships

- SETC Member 2004-2010, 2013-2014, 2016
- USITT Member 2008, 2010, 2013

Offices Held

- UIUC Student Advisory Board Member 2008-2010
- President, Alpha Psi Omega, founding member UWG 2005-2006

Special Skills

Advanced Carpentry
 Upholstery
 Scene Painting
 Foam Carving
 Molding and Casting
 Machine & Hand Stitching

MIG Welding
 Mechanical Drafting
 Watercolor and Gouache Painting
 Management
 Conflict Resolution
 Budget and Cashflow Projections

Microsoft Office 365
 Photoshop
 Vectorworks2019
 Quickbooks
 Heartland Payroll System