

# VICTORIA "TORIE" BROWN

[victoriaacbrown.wixsite.com/mysite](http://victoriaacbrown.wixsite.com/mysite) 443-345-6007 [victoriaacbrown@gmail.com](mailto:victoriaacbrown@gmail.com) NYC-Based She/Her

---

## ARTS ADMIN EXPERIENCE

- Peikoff Mahan Law Office**, New York, NY May 2024 – Present  
Assistant to Jodi Peikoff
- Scheduled Zoom and phone calls
  - Kept track of personal and professional schedule
  - Kept File Maker Database updated
  - Sent contracts for signature to clients via AdobeSign and to other side for full execution
  - Handled correspondence
  - Coordinated personal and business travel and accommodations
- Michael Moore Agency**, New York, NY Feb 2024 – April 2024  
Assistant to Michael Moore
- Scheduled Zoom and phone calls
  - Dictated meetings
  - Kept InEntertainment Database updated
  - Maintained contract and payment records
  - Handled correspondence
- Olney Theatre Center**, Olney, MD Sep 2022 – Sept 2023  
Interim Company Manager
- Contracted as Company Management Apprentice (September 2022)
  - Acting Company Manager (September 15 – November 14, 2022)
  - Served in the role of swing technician for internationally acclaimed production of *Beauty & the Beast* directed by Marcia Milgrom Dodge (November–January)
  - Track payroll and mail Equity Report and Dues check
  - Ensure terms of contracts are upheld and Assisted with contract writing
  - Provide hospitality needs
  - Coordinate and schedule Guest Artist Travel and Accommodations
  - Serve as the emergency contact for Guest Artists and fellow apprentices
- Peninsula Players Theatre**, Fish Creek, WI May 2022 – Sep 2022  
Administrative Intern
- Worked primarily as a box office associate handling ticket sales and patron needs
  - House managed for evening performances and Sunday Matinees
  - Coordinated with Business Manager on social media content
- 

## EDUCATION

- Oklahoma City University**, *Ann Lacy School of American Dance and Entertainment* Sep 2018 – May 2022  
Bachelors of Science, Entertainment Business  
Minor, Directing
- 

## SKILLS

Software: Microsoft Office, Google G Suite, Canva, Adobe Sign and Acrobat, Wix, Survey Monkey, Zoom  
Training: Directing & Collaboration w/ Michael Arden, Directing 101 w/ Laura Gordon, CPR/First Aid, Static & Moving Light Board Operation  
Creative: Musical Theatre, Trained Vocalist, Basic Music Literacy  
Amazing people skills, Team player, NY Driver's License