

Sally A. Grosenbach

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Council Bluffs, IA 51503

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SUMMARY OF QUALIFICATIONS

- Thrives in a team environment or independently, self-motivated, fast learner and a skilled multitasker
- Experience with Scenic, Property and Lighting Design
- Experience in Adobe Photoshop, Adobe Illustrator, Vectorworks, and SketchUp
- Proficient in Microsoft Excel, Microsoft Word, and Microsoft PowerPoint

PROFESSIONAL HIGHLIGHTS

UNION TELEVISION / FILM

Member of IATSE Local 800 / Art Directors Guild / Local 871

Asst Art Director / Art Dept Coordinator

2010 – present

Hell's Kitchen (7 seasons), MasterChef (3 seasons), The Biggest Loser (2 seasons),

MasterChef Juniors (2 seasons), Pitch (1 season), Lucifer (2 seasons), Going For Two (tier 1 feature)

- Worked with vendors to make sure paperwork was in order and invoices were submitted; scheduled pickups, drop offs, and returns of all rental and ordered items
- Managed the department's budget; wrote, coded, and tracked purchase orders, check requests, and petty cash expenditures for all departmental purchases
- Set up Art Dept offices; created and maintained crew lists, vendor lists, schedules, and calendars
- Administered new employee paperwork and managed weekly time cards for all Art Dept crew
- Attended meetings, took notes and kept all department members apprised of changes; provided administrative support; acted as direct liaison between Art Dept, Accounting, Production and Executives

Property Coordinator

2014

Marvel studios, LLC - Ant Man (LA Preproduction)

- Managed department budget, wrote and tracked purchase orders, and worked with accounting to insure timely payments
- Researched and created purchase boards; photographed, and tracked location and return status of rentals
- Managed office calendars, supplies, phones, meeting notes and departmental shipments

NON-UNION / UNION THEATRE

Casual work for IATSE Local 42

Lighting Designer / Master Electrician

2004 – Present

ISU, Luckman Theater, Ford Amphitheater, CSU Northridge, LA Opera Educational Outreach Program, Alex Theater, Ricardo Montauban Theater, Bluebarn Theatre, Burke High School, Westview High School

- Determined equipment needs and created purchase and rental lists from design paperwork
- Managed crew during load in, hang, focus and wrap
- Programmed and ran the lighting board during all rehearsals and shows

Carpenter / Stagehand

2003 – Present

ISU, CSU San Bernardino, CSU Northridge, Orpheum Theater, CHI Center, Mid America Center

- Managed student crew to build, install, and paint scenic elements
- Created cut lists from design paperwork, and determined daily projects for crew
- Maintained the organization and cleanliness of all workspaces
- Load in equipment for live events and theatre productions

EDWARD JONES

Branch Office Administrator

2019 – 2021

- Work with Financial Advisor to service clients' needs; update client accounts; answer non trade related questions; schedule appointments; and prepare documents for meetings
- Collect in-force illustrations from insurance companies; prepare new insurance applications; work with distribution partners to finalize new policies
- Process Estate documents; work with attorneys and clients to complete beneficiary distributions; open new accounts; provide documents and answers to CPAs as needed

EDUCATION

Iowa State University
Bachelor of Arts in Performing Arts: Emphases in Theatrical Design, Acting and Directing

AWARDS AND HONORS

Alpha Lamda Delta / Phi Eta Sigma 2000
Golden Key International Honour Society 2005
National Society of Collegiate Scholars 2002
Part of MasterChef's Emmy Award winning Art Dept 2013

REFERENCES

Dave Blass
(818) 209-3514
daveblass@gmail.com
Production Designer

Tim Eckel
(619) 246-8831
timeckel@mac.com
Art Director

Harrison Paul
(310) 922-5292
harrisonpaul@me.com
Art Director