



CINDY TSAI

SHE/HER

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🌐 cindy-tsai.com

EDUCATION

Pace University

B.F.A. Musical Theatre
Minor: Critical Race & Ethnicities Studies
Pforzheimer Honors College

Columbia University Broadway Advocacy Coalition

Theater of Change:
Reimagining Justice
Through Abolition

AWARDS/HONORS

Theater Producers Of Color
(TPOC) 2023 Cohort

**Creative & Independent
Producers Alliance** (CIPA)
Producing Fellowship

**New York Civil Liberties
Union** (NYCLU) Artist
Ambassador

SKILLS

- Conversational Mandarin
- Calendar organization
- Bullet journaling
- Microsoft Office
- Google Drive & Suite
- Asana
- Canva Graphic Design
- Basic Video Editing
- AirTable
- Dropbox
- Linktree
- Piano & Music Theory
- Ukulele

EXPERIENCE

Producer Hub (NYC)

Social Media & Communications Associate, July 2023–present

- Oversee all Producer Hub social media, including Instagram and LinkedIn
- Highlight fiscally sponsored organizations and amplify job opportunities for the community
- Manage drafting and sending of acknowledgment letters for incoming donations for fiscally sponsored organizations and projects

PERFORMING FILIPINA by Lianah Sta. Ana, AEA reading (NYC)

Producer, Feb 2023–Nov 2023

- Build budget and raise funds to fulfill an equitable vision, prioritizing higher artist rates
- Facilitate all personnel recruitment (creative team & actors), contracting, and vendor payout
- Work with fiscal sponsor to receive funds from foundations and donors, and manage payroll
- Lead all press, marketing, and invites for two presentations at Houghton Hall

Octopus Theatricals & Producer Hub (NYC)

Intern, Feb 2023–June 2023

- Attend all team meetings to discuss ongoing projects, productions, and tours
- Grant searching and research on fundraising for specific projects
- Assist on Octopus Theatricals projects, productions, readings

JEANNETTE: A New Musical by Ari Afsar, Lauren Gunderson, Jordan Ealey

Producer of 54 Below show, Dec 2022–May 2023

- Led all communications with all personnel, creative team & venue, including contracts, marketing, publicity, and ticketing
- Developed a budget that includes SOW for personnel, rehearsal space fees, and more
- Facilitated rehearsal space bookings, setup, and sound check

THE DECIDERS by Jess McLeod, AEA reading (NYCLU, NYC)

Associate Producer, April–May 2023

- Facilitated recruitment of personnel (stage manager, casting director, etc.)
- Managed reading budget, including artist fees, vendors, audience attendance, panel/reception
- Set up and attended rehearsals/reading in collaboration with Producer and SM

BFRJ Sings: The Miseducation of Lauryn Hill (Little Island, NYC)

Associate Producer, July–Sept 2022

- Assisted with all email communication & scheduling
- Drafted, sent, and tracked contracts for all creative team, cast, and band
- Facilitated all receipt/W9/invoice collection
- Attended all rehearsals, production meetings, and shows

New York Civil Liberties Union: Sing Out For Freedom (NYC)

Producing Team/Development Intern, Sept–Nov 2022

- Served on the core producing team for NYCLU's 2022 Sing Out For Freedom Concert & Fundraiser at The Town Hall
- Assisted with event planning, fundraising, digital marketing & content creation, facilitating invitations & RSVPs, sponsorship outreach and tracking

Ars Nova: NYC's Premier Hub for New Talent (non-profit org)

Development Fellow, Jan–June 2022

- Processed donations and wrote acknowledgment letters with tax receipts
- Assisted with applications for institutional grants – analyzed scripts, pulled work samples
- Event planned for a large scale fundraiser and donor celebrations

4/4 by Heesun Hwang (Royal Family Black Box Theatre, NYC)

Lead producer and Production Stage Manager, October 2021

- Drew up contracts for actors, director, and playwright
- Successfully drafted narrative and budget components of NYSCA grant, which paid for the printing of scripts, venue rental, rehearsal spaces, COVID compliance, and artist stipends

THIS IS THE HOUR: Under Our Own Pen (ZAPI Artists)

Lead producer, Head of Marketing & Social Media, Aug–Dec 2020

- Organized 50+ API artists virtually, collaborated closely with creative team on a regular basis, and led ticketing & donations (50% of proceeds to the Asian American Advocacy Fund & Black Trans Travel Fund)
- Lead-produced a virtual concert featuring 10 songs by Asian/Pacific Islander songwriters, performed by API actors and musicians, led by an all-female API creative team