

# Jim Davis

8650 Narragansett Avenue  
Morton Grove, IL 60053

773-677-6125 cell  
prodmgrjim@gmail.com

---

*Decades of experience as a Manager, Event Producer and Theatrical Production Manager of hundreds of events, theatrical productions, special events, trade shows and festivals and retail store owner/operator in both St. Louis and Chicagoland. Strong team building, SOP development, leadership, collaboration and communication skills.*

## **Freelance Production Manager • Northwestern University School of Communication, Evanston, Illinois**

April-May 2025

Freelance Production Manager for the 94<sup>th</sup> Annual Waa-Mu Show “Arch Madness” at Cahn Auditorium

- Management of show budget, forecasting, receipt processing, expense tracking.
- Development and supervision of production schedule.
- Supervision of production process to include facilitation of production meetings, load-in, technical and orchestra rehearsals, performances and strike.
- Supervision of the bidding process, negotiations, build process, load-in, daily notes and strike with contract scene shop.
- Hiring and supervision of production staff.
- Coordination of equipment rentals for all departments and borrowing arrangements with the NU Wirtz Center for the Performing Arts.
- Liaison to theatre staff.

## **Executive Producer/Owner • St. Louis Working Women's Show/Gerico Marketing Incorporated**

September 2020 to May 2025

- Event Management, with a careful eye on every small detail, of an annual Women's expo featuring 300+ vendors, 5 stages, special features, receptions, parties, classes, seminars and celebrity guests.
- Hiring, Supervision and personnel management of staff including Show Manager, Event Manager, Exhibitor Services Manager, General Manager, Digital Media Coordinator, Publicist, Show Office Manager, Information booth staff, Floor Managers and Stage Managers.
- Chief liaison with St. Charles Convention Center staff and Embassy Suites Hotel.
- Creation and implementation of Marketing and Publicity plan, website design and management, design of all show-related graphics, placement of radio and television commercials, negotiation and scheduling of television and radio appearances of show staff and celebrities.
- Supervision, development and signatory of all contracts and onboarding of staff, exhibitors, contractors, celebrities, speakers, presenters, convention center and hotel rooming.
- Creation and supervision of event floor plan for over 150,000 square feet (over two floors).
- Negotiation of agreements with guest celebrities.
- Financial Management, payroll, accounts payable and receivable, cash flow, and seasonal budgeting.
- Liaison to insurance company for liability and workman's comp.
- Creation and programming special features such as Chef's Table, Cooking Stage, Beauty Box, Mainstage, Fitness Stage, Pampered in Paradise, Make-It & Take-It Classes, Seminars, celebrity appearances, celebrity meet & greets and Wine Garden.
- Supervision of ticketing and box office supplied by the convention center.
- Use of Quickbooks, Microsoft Office products, Adobe Creative Suite, Copper CRM, AutoCad, Zoom and Google Workspace.

## **Production Manager • Music Theatre Works, Evanston, Illinois**

October 2018 to January 2020

- Development and management of annual budget, forecasting, receipt processing, expense tracking, credit card reconciliation.
- Development and supervision of season and individual show production schedule.
- Supervision of pre-production process to include facilitation of production meetings, load-in, technical and orchestra rehearsals, performances and strike
- Hiring and supervision of creative team and production staff.
- Supervision of contract scene shop, including bidding, load-in, daily notes and strike.
- Liaison to Cahn Auditorium staff for scheduling, safety, and staffing.
- Liaison to Actors Equity Association and United Scenic Artists unions
- Liaison to City of Evanston Noyes Cultural Arts Center management in relation to seasonal theatre rental.

## **Associate Production Manager**

**Northwestern University Wirtz Center for the Performing Arts, Evanston, Illinois**

September 2011 to August 2018

- Management and supervision of multiple performance series, assorted rentals and one-off performances to include over 20 productions per year in all 7 of Northwestern's performance venues.
- Development and management of annual budget, forecasting, receipt processing, expense tracking, credit card reconciliation.
- Management of production element bidding process to ensure that all areas remain at or under budget.
- Theatre Manager of multiple rentals in all six performance venues and multiple rehearsal halls. Development of contracts and liaison between Wirtz Center staff and tenants.

- Supervision of student staff of Lab Theatre Aides who supervised load-in, technical rehearsals and performances in my absence.
- Hiring and management of crew and production support personnel.
- Supervision and coordination of audition and casting process for all campus productions.
- Ongoing collaboration with Wirtz House Manager and Box Office Manager to insure safe operations of front-of-house, including box office managers, assistant house managers in compliance with Northwestern risk management policies.
- Management of production personnel, directors and creative team. Hiring of guest designers.
- Management of all academic and production-related scheduling of Wirtz Center performance and rehearsal spaces, management of facility keys for staff, faculty and per-show stage management and crew.
- Development and management of annual season production schedule.
- Development, curation and management of student theatre production series.
- Member of safety committee and ongoing responsibility as primary evacuation warden.
- Serving as Production/Stage Manager of Northwestern's annual commencement at Ryan Field. Year-round planning of this event that serves over 20,000 audience members, 3,000 graduating seniors.

#### **Production Manager • Next Theatre Company, Evanston, Illinois**

December 2006 to September 2011

- Development and management of annual budget.
- Development and management of annual season and show production schedule.
- Supervision of design process.
- Supervision of production process, load-in, technical rehearsals and strike.
- Management and contract negotiations for Actors' Equity Association (AEA), Stage Directors and Choreographers Society (SDC) and United Scenic Artists (USA) union contracts, paperwork and reporting.
- Management and supervision of main stage and off-night lab series, including hiring and management of production staff, stage managers, designers, contracting of freelance production staff.
- Hiring of all over-hire carpenters and electricians.
- Rights negotiation and contracting.

#### **Managing Director/Production Manager • St. Louis Shakespeare**

April 2004 to October 2006

- Development and management of annual budget of over \$450k
- Management of accounts payable, account receivable, payroll, monthly cash flow reporting, 990 preparation, W2 and 1099 preparation and support of annual audit
- Management and supervision of main stage and Magic Smoking Monkey Theatre productions, including hiring and management of administrative and production staff, contracting of freelance, AEA and USA employees and serving as AEA, SSDC & USA liaison.
- Hiring and supervision of House Manager, Box Office Manager, Graphic/Web Designer.
- Rights negotiation and licensing.
- Development and management of annual season master schedule
- Development and implementation of annual marketing plan including marketing artwork and images, photos, season brochure, posters, programs, website content, video teasers, promotional ads and press releases.

#### **Owner/Operator • Main Street General Store, St. Charles, Missouri**

October 2002 to January 2005

- Creation and development of an "Old Time General Store" in the historic district of St. Charles, Mo.
- Growth of annual sales from \$250,000 to over \$750,000 in less than three years.
- Hiring and supervision of staff of costumed managers and clerks and accountant.
- Research, shopping and buying of thematic merchandise
- Management of accounts receivable, accounts payable, payroll, monthly cash flow and sales tax reporting.
- Creation, implementation and management of marketing plan including website, print ads, newspaper and magazine feature stories and television and radio commercials.
- Shopping, buying and merchandising of regular and seasonal goods.
- Creation and management of "An Old Time Party" program for children's birthday parties featuring period authentic treats, history and crafts.

#### **Executive Producer • Christmas Traditions Festival, St. Charles, Missouri**

December 1995 to January 2006

- Growth of holiday festival from an annual budget of \$15,000 to over \$350,000.
- Management of accounts payable, accounts receivable, payroll, W2 and 1099 preparation
- Management, casting, hiring and contracting of all festival personnel including staff, actors and vendors.
- Research and development of characters from multiple international Christmas traditions.
- Development, implementation and management of marketing and public relations including art direction of marketing images and photos, resulting in annual brochure, visitor's guide, sponsor packets, television and radio advertisements and website, resulting in significant increase of media visibility including local and national media coverage.
- Development, implementation and management of season schedule.
- Development and annual implementation of holiday decorating design standards for all buildings within the historic district.

**Skills:****Administrative:**

- Personnel management, onboarding, conducting annual reviews and staff motivation.
- Event Management, party planning, décor and staging, staffing, party vendor management, adult and children's participatory crafts and make-and-takes, volunteer recruitment, training and management, Event rental coordination, Venue management.
- Retail management, shopping, buying, merchandising
- Creative problem solving, and ability to make sound judgements and decisions
- Vendor management, team building and leadership, problem solving, adaptable, attention to detail, skilled communicator and collaborator.
- General Management, budget development and management. Cash-flow reporting and forecasting. Receipt processing, budget reconciliation, bookkeeping and Quickbooks.
- Ability to remain calm in difficult situations. CPR/AED trained. Active Shooter & Sexual Harassment Prevention trained.
- Union negotiations, contracting and paperwork with Actors' Equity Association (AEA), United Scenic Artists (USA), International Alliance of Theatrical Stage Employees (IATSE), Society of Stage Directors and Choreographers (SDC).
- Production Management, Stage Management, Event Management, Project Management, Scenic, Lighting and Sound Design, Front-of-house management, Box Office Management, risk management and development of safety practices.

**Computer:**

- Mac and Windows OS, Microsoft Excel, Word and PowerPoint, Google Workspace Apps, staff email account creation and onboarding, CRM Hubspot & Copper, Quickbooks, VectorWorks, QLab, Easyware's Total Info, Ticket Master, TixSales, Ovationtix, Brown Paper Tickets, Website development with WordPress and Wix.

**Technical:**

- Extensive experience in the production process from pre-production to technical rehearsals, to performances to strike.
- Adept at script analysis and implementation of the director's vision.
- Documentation of the process for future reference.
- Experienced with QLab, wireless mics and sound system make-up, ETC lighting consoles, projections, props, puppetry and costume management.
- Experienced lighting, scenic and props designer.
- Experienced with Vector Works and AutoCad drawing creation, manipulation and reading of drawings.
- Counterweight and pin rail fly system operation, safety and maintenance.
- Experienced supervisor of scene shops, contract shops, lighting, props, costume and sound supervisors, designers
- Inventory, cataloging and management of production elements.
- Photography, Graphic Design, Printing production, Photoshop, Illustrator InDesign, QuarkXPress & Canva.