

SUE GOBERDHAN

Artist | Arts Admin | Advocate



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Arts Management.

INTERIM GENERAL MANAGER

Rapid Fire Theatre | May 2023 - Present

- Directly accountable to Board of Directors
- Managing the organizational infrastructure of Rapid Fire Theatre
- Functioning with authority of organization's Chief Financial Officer
- Monitoring and control budgets and relationships with stakeholders
- Preparing government grant applications
- Identifying potential sources of revenue
- Establishing and running administrative systems to support fundraising and sponsorships
- Hiring box office and front of house admin
- Contract Negotiations
- Coordinating administrative support for special events, sponsor solicitation

Administrative Director

ArtsTrek, Theatre Alberta | 2022 - Present

- Managing day to day operations of camp life at Red Deer Polytechnic
- Facilitating easeful communication with all vendors associated with making the summer camp a success
- Hiring and supervising all camp counsellors
- Regulating and monitoring all dietary, security, and administrative needs of all staff and campers
- Building and adapting processes to manage needs of camp life (i.e.: check in / check out systems, making sure food is ordered, administering emergency protocols)
- Creating succinct and efficient organizational systems to manage camp life

ARTISTIC PRODUCER

Azimuth Theatre | 2020-Present

- Planning and execution of programs and services
- Managing and overseeing the annual operational budget
- Bookkeeping and reconciliation of bank statements
- Completing annual AGLC Reports and an annual Charitable return
- Fundraising activities
- Grant writing
- Strategic Planning
- Creating and supporting the development of new work
- Curating work with multiple communities
- Building relationships with artists and community members
- Working closely with active volunteer board
- Ensuring safe and equitable processes and practices for community engagement

AUDIENCE, ARTIST, AND VOLUNTEER COORDINATOR

SkirtsAFire Festival | 2019-2020

- Create, send, and track all artist contracts for the Festival
- First point of communications for all artists
- Writing copy for various marketing materials and providing support during individual events as needed
- Handling "on-the-ground" project management during the run of the Festival
- Collaborate with Managing Director, Artistic Director, and Production Manager to determine the need for volunteers
- Source volunteers and maintain excellent volunteer program
- Create celebration activities for volunteers to close the Festival
- Support other parts of the SkirtsAFire team as needed.

Teaching.

DRAMA INSTRUCTOR

Foote Theatre School | 2018-2019

Metro Continuing Education | 2018-2019

Grindstone Theatre Education | 2019-2021

City Arts Centre | Feb 2020

- Create fun, engaging curriculum for camps and classes (ranging from 1 full week to 10 week terms) for theatre students aged 4 to 16 years old
- Create a playful, safe, dynamic environments for students to learn and grow
- Teach collaboration throughout the curriculum to help students put on a showcase at the end of the class to show off their new skills
- Integrate student goals with my own vision for the curriculum in order to make sure students are learning what they want to learn while also ensuring the students have a grounded, solid foundation to build from
- My philosophy for teaching drama (regardless of age group) is that no matter where you start from, no matter what age, the basics are the same. If you have a well-rounded, solid foundation to build from, the next steps are to teach performers how to create original work. Stories exist to be told, not replicated! I believe in teaching performers how to make original work, and how to make existing work their own.

Arts Management Cont'd.

BOX OFFICE MANAGER, VOLUNTEER & PROGRAMMING ASSISTANT

Grindstone Theatre | 2018 - 2020

- Coordinate scheduling, deposits, and contracts for all Grindstone shows (we have programming six nights a week!), special events, and parties
- Created and continue to update training procedures and manuals for Grindstone's volunteer-run Box Office
- Recruit, train, and schedule Box Office volunteer team
- Manage the upkeep of Quickbooks for all Box Office deposits and invoices
- Support Artist Director with coming up with new and inventive programming
- Manage Front of House, Box Office, and Support teams for special events and festivals (such as the Edmonton International Fringe Festival where we are home to more than twenty shows and the Grindstone Comedy Festival)
- Manage all interactions with Producers if Artistic Director is absent
- Additional responsibilities include: party planning, writing media releases, managing social media, and coordinating marketing for upcoming shows with Marketing Department

Volunteer Arts Management.

SAFER SPACES COMMITTEE

Grindstone Theatre | 2018-2020

- Founding member of the Safer Spaces Committee
- Created committee to:
 - build a network of knowledgeable artists and community members from the Sexual Assault Centre of Edmonton and the Sexual Violence Advocacy and Accountability Network in order to reevaluate and update the Grindstone's current Community Standards and Sexual Harassment and Abuse Policies
 - Divide our Sexual Harassment and Abuse Policy into two separate policies, in order to ensure that every disclosure is met with appropriate and timely action
 - Redefine the language our leadership team uses to discuss and disseminate disclosures in order to create conversations and policies that are trauma-informed and survivor-centred
 - Pave the way for growth and healing in the theatre community in the face of trauma by creating opportunities for honest discussions between the community and the administration

Board Experience.

DAMMITAMMY PRODUCTIONS

Director at Large | 2021 - Present

Education.

B.A. Drama/Secondary Education (Incomplete)

University of Alberta

2015-2017

Diploma in Arts and Cultural Management

Macewan University

2011-2013

Additional Qualifications.

STANDARD FIRST AID CPR/AED LEVEL C

Canadian Red Cross | June 2018 - June 2021

FIRST RESPONDER TO SEXUAL ASSAULT AND ABUSE TRAINING

sexual Assault Centre of Edmonton | 2018

CLASS 5 LICENSE

VALID POLICE CHECK

PROFICIENT USING:

- Showpass
- Quickbooks
- Google Suite
- Adobe Spark
- Wordpress
- Squarespace
- Wix
- Mailchimp
- Canva
- Calendly
- Jasper.ai
- Filmora
- Slack