



SARAH CRONK

PRODUCER

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scronk@houseofcronk.com

WEBSITES

www.houseofcronk.com

www.sarahcronk.com

SOFTWARE

Adobe InDesign
Adobe Photoshop
Adobe Audition
Adobe Premiere
Final Draft
Mailchimp
Microsoft Excel
Microsoft Word
Microsoft Powerpoint
Quickbooks
Squarespace
Wix
Wordpress

SKILLS

Video & Sound Editing
Graphic & Web Design
Music (Voice & Piano)
Podcasting
Acting (VO & Live Action)
Directing
Cooking & Baking
Figure Skating
Make-up Artist
Boating License
Drivers License & US Passport

PROFESSIONAL DEVELOPMENT

Leadership Ulster: Class of 2022 (full scholarship)

VOLUNTEER

- Teaching performance, playwriting and English in Ecuador in collaboration with Dramatic Adventure Theatre. Completed 2 teaching artist residencies and brought free training to children in Floreana (Galápagos), Quilotoa and Esmeraldas.
- United Way Raising HOPE: female mentoring program

AFFILIATIONS

Member of New York Women in Film & Television

EXPERIENCE

Nov 2020 - Present

FOUNDER & CREATIVE DIRECTOR
House of Cronk

Feb 2020 - Dec 2021

PRODUCER
Denizen Theatre

Jan 2018 - Feb 2020

ASSOCIATE PRODUCER
Summer Shorts

Sept 2017 - Feb 2018

ASSOCIATE PRODUCER
Ensemble Force

2012 - 2019

CO-EXECUTIVE PRODUCER

2017 - 2019

FREELANCE

EDUCATION

STELLA ADLER STUDIO OF ACTING: 3-YEAR CONSERVATORY (MFA Equivalent) • 2009-2012

LAMDA SINGLE SEMESTER CLASSICAL ACTING COURSE • 2008

SUNY NEW PALTZ • 2006-2008 • Major: Theatre Arts (Performance) • GPA: 3.9

RESPONSIBILITIES:

- Multi-media production company, founded in Nov 2020, with a mission to support the development of new work by female artists. Projects include: 1 podcast in production, 1 culinary blog (distributed on TikTok and Instagram) and 1 anthology documentary series in development.

RESPONSIBILITIES:

- Work closely and report directly to producing artistic director. Yearly responsibilities include sourcing new plays, managing all productions, spearheading marketing campaigns, fundraising and managing the business of a 501(c)(3) non-profit theatre company.
- Manage a team of assistant producer(s), intern(s) and box office personnel.
- Meticulously manage all production budgets.
- Write and distribute press releases. Copy edit all in-house graphic design, website updates and videos. Craft and execute a digital marketing strategy to maximize engagement.
- Juggle various projects simultaneously. Manage multiple design teams concurrently and carefully plan all current and future production schedules.
- Source and hire contractors to fulfill open positions.

RESPONSIBILITIES:

- Read over 350+ new play submissions and narrow down top plays for consideration.
- Curate six new one-act plays for the Off-Broadway summer season at 59E59 Theaters. Provide comprehensive feedback to artistic staff on new scripts.
- Coordinate the rehearsal, tech, performance and strike schedules.
- Shoot & edit marketing promos. Manage all social media content.
- Manage a team of 40+ people.

RESPONSIBILITIES:

- Assist Executive Producer and Creator in the production and marketing of the Off-Broadway world premiere "Lucky Penny" by David Deblinger.

RESPONSIBILITIES:

- Various theatre & film projects produced in partnership with other independent producers. Chronology of projects include:
 - › 2012: "Two Rooms" by Lee Blessing (Limited Engagement @ Theatre Lab)
 - › 2015: "The Soothing System" by Sarah Cronk & Mari Meyer (award-winning short film)
 - › 2018: "Off the Ground" (pilot) by Sarah Cronk & Mari Meyer

FILM:

- Production Manager for "Sparring Partner" by Neil LaBute starring Cecily Strong & KeiLyn Durrell Jones (2019) - Tribeca Film Festival Official Selection
- Script Supervisor & 2nd AD for "Still Happy" by Alan Zweibel starring Scott Adsit & Tom Wright (2018)

COMMERCIAL:

- Casting Director, Talent Coordinator & Production Assistant for "Big Apple Circus" ad campaign with RPM (2018)
- Casting Director, Talent Coordinator & Production Assistant for "Blue Man Group" ad campaign with RPM (2017)