

SARAH GRUBB sarah@grubbproductions.com

Event, Operations, Production Management

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PROFILE

Leader in the events industry for over 20 years. Experience managing a wide variety of events and theatre productions focusing on production, operations, logistics, budgeting & scheduling. Consistent focus on innovation, performance, and precision.

KEY SKILLS

Leadership

A born leader even at school. Climbed up through to management quite quickly. Managed full teams of staff up to 50 including creatives, crew, staff, contractors & suppliers. Recruited and trained entire teams on several major events. Quick problem solver under pressure. Leadership roles in many event control rooms, including events with complex communication systems. First-rate multi-tasker.

Communication

High-level oral communication skills enhance meetings, presenting to both internal and external stakeholders, engaging staff, negotiating with suppliers and resolving issues on the ground. Advanced written communications skills led to the creation of many event documentation, including event operations presentations & manuals, funding applications, tender documentation, staff & supplier contracts, travel logistics documentation, risk assessments and emergency management plans.

Project Management, Scheduling & Logistics

Excel geek & database champion of huge proportions constructing schedules of all shapes and sizes, including load in/run of show/load out schedules, focusing on technical requirements, event operations, trucking and guest experience. With substantial stage management experience, created schedules & timelines relating to all show logistics & deliverables, such as scenic, prop and presenter/cast movements, staffing & catering requirements and storage planning. Created many detailed room layout plans for events of all sizes.

Financial Management

Wide variety of financial management experience. Starting in small theatre environments tracking profit and loss documentation, ticket sales reports, tracking subscribership, petty cash, management of small production budgets and reporting to the board of directors. On larger events, managing a department budget of upwards of \$11 million USD, including all in house purchasing and petty cash, managing local and international labour contracts as well as local plant contracts. Experience in several different accounting software packages. Developed a complex spreadsheet for tracking budget expenditure supporting regular meetings with the head of finance to ensure figures are accounted for.

Contractor Management

Strong interest in vendor operations and varied experience. Eye for detail allowing for accurate liaising between the event and external stakeholders throughout the production. This includes managing areas such as AV (lighting, audio, video) & scenic providers, travel logistics leads, broadcast delivery, webcast & creative teams on many occasions. Managed venue operations areas including accreditation, security, cleaning, transport, ticketing, health & safety, catering, wayfinding & signage and venue fit out including temporary structures, power, gas, furniture and site welfare.



sarah grubb | grubb productions

technical direction | event operations | production management
Let's be frank, I travel where the work takes me, so if you need to contact me...
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CAREER HIGHLIGHTS

Director of Production – Special Olympics 2022 USA Games, Orlando FL, May 2021-June 2022

Lead on all broadcast related events including the Opening & Closing Ceremonies, along with the ESPN Executive Unified Challenge. Manage all production needs games-wide. Responsible for managing approximately \$3 million dollars across the events and the production needs. Redesigned the creative concept for the Executive Challenge. Managed a team of 5 on the Opening Ceremony along with the production company for all events. Administered the overall special events department budget.

Director of US Operations – The Creative Engagement Group, UK/Philadelphia March 2019-May 2021

Lead the US office of The Creative Engagement Group from an operational and commercial finance perspective. Ensure all projects are resourced appropriately. Actively assist in recruitment of the expanding US team. Liaise with the UK office on US annual & individual project budgets from a commercial finance perspective. Overall problem solver in an office of 40 staff working across many different services lines such as live events, film/video, logistics, creative, exhibition environments, scientific & employee engagement and client services. Coordinate transition from Live Events to Virtual/Hybrid in a Post-COVID environment. Leading integration plan for newly acquired agencies in the US. Clients include AstraZeneca, DSI, HSBC, Bausch Health and Carnival Cruise Lines.

Technical Director – MC3, West Chester PA 2015-2019

Work with varying Pharmaceutical companies to ensure all aspects of technical production & logistics requirements are achieved on meeting. Plan and allocate spaces for general sessions, breakouts and awards presentations. Liaise with hotel, AV supplier and client regarding all requirements. Manage and track budget and expenses for production. Manage all travel logistics for production team. Collaborate with internal training and technology teams to ensure all meeting objectives are met. Work with Executive Director – Meeting Production on long term strategies such as annual budgeting, staff recruitment and resource management. Clients include AstraZeneca, Pfizer, Mallinckrodt.

Head of Technical Venues & Services – Baku European Games Ceremonies, Azerbaijan 2014-5

For the inaugural European Games Ceremonies, headed a team of 30 staff to manage all of the technical venues & services requirements. Managed the team and budget for all services including freight, plant, crew & cranes. Delivered a full rehearsal compound including large indoor rehearsal marquee, a dance studio, catering area, site offices. Managed both venues site teams including rehearsal & stadium venues including fit out, health & safety, emergency management planning, venue operations. Oversaw the management of the department's budget of over \$11 million USD including all service contracts, local procurement and purchasing. For LA based FiveCurrents.

Show Production Manager – Rio 2016 Handover Segment, London 2012 Closing Ceremony

Led a large team of primarily Brazilians and Italians through the production process on the 8-minute segment during the Closing Ceremony of the London 2012 Olympics where Rio 2016 was featured for a cultural segment. Initiated team meetings internally and externally to achieve the goal of becoming one team driven by the creative. Fitted out the rehearsal venue. Managed all show movement plans. Created daily schedules. Liaised with London 2012 Ceremonies on all of our technical & operational requirements. Developed the show day schedule and communication plan. Managed all issues on the ground as main contact through London 2012 Ceremonies control room. For Milan based Filmmaster Events.

Consulting Technical Operations Manager – Delhi Commonwealth Games Ceremonies 2010

With very minimal international staff was the main liaison between the technical department, the local production company and the new stadium for all technical and operational needs for the show. Created the overall production schedule. Managed show operations, logistics and safety from the control room during rehearsals and performance. Managed build logistics including trucking, catering & accreditation. Resolved many issues with venue access, security and several unexpected surprises including a negotiation with the President's security regarding the use of stage haze during the Closing Ceremony. Managed the transitional period between Opening Ceremony & Athletics, including relaying of the turf. Liaised with broadcast team regarding creative for the show and logistics around the broadcast production. For London based Wonder Works Limited and US based M&M Productions.

EMPLOYMENT HISTORY

June 2022 – Current

Managing Director, Grubb Productions LLC

Consulting Producer, Technical Director, Finance Director for Large Scale Events

- Currently consulting on a large scale entertainment conference as Associate Head of Production and Associate Executive In Charge, Finance. Delivering in November 2023.

May 2021-June 2022 (Contract position)

Director of Production, Special Events (Ceremonies & Broadcast Events)

2022 Special Olympics USA Games, Orlando, FL

Duties Include:

- Lead on The Opening & Closing Ceremonies, managing over \$2 million budget, including securing and managing the local production company, Disney Live Entertainment
- Lead all external stakeholder engagements in the Opening Ceremony including the City of Orlando, Exploria Stadium, additional supporters
- Liaise with ESPN Broadcasting for all the events with broadcast elements including Opening & Closing Ceremonies
- Create and deliver a Unified Sports Competition event featuring executives, Special Olympic Athletes and professional athletes suitable for broadcast
- Manage all functional area production requirements for entire games organization
- Advise overall Games Committee on operational issues such as scheduling, accreditation, logistics, procurement and more
- Assist in budget management for all Special Event deliverables, main liaison between our department and finance

Key Achievements

- Promoted from Director, Special Events to Director of Production

March 2019 – May 2021

Director of US Operations, The Creative Engagement Group, Philadelphia PA

Duties Include:

- Recruiting new staff for the US office
- Ensure each project is appropriately resourced and financially sound
- Integrate the US office in the overall commercial finance performance
- Manage internal resources to highest utilization possible
- Leader of a fast-expanding US office

Key Achievements

- Promoted from Operations Manager to Director of US Operations in less than 3 months

November 2015 – February 2019

Technical Director, MC3, West Chester PA

Duties Include:

- Production planning and scheduling for Pharmaceutical meetings & events
- Coordinate all technical requirements including lighting, sound, staging etc
- Create, track production budgeting and assist with long term budget strategies
- Space allocation and logistics planning using computer aided drafting

Key Achievements

- Developed with in house technology team a Production App for all staff, contractors
- Led the delivery of Mallinckrodt National Sales Meeting with over 1100 attendees, 7 General Session rooms, over 50 breakout rooms
- Led the delivery of the AstraZeneca CVMD National Sales Meeting with over 2500 attendees, 2 General Session rooms, over 25 breakout rooms
- Assisted with the design and logistics of renovating a new office space for MC3
- Promotion July 2017, leading on staff resourcing & training, overall budgeting and long-term departmental strategies

2003 – 2018 – Freelance Production, Event, Operations & Stage Manager

Roles Include:

- Volunteer Event Planning Committee Member – Friends Association for the Protection & Care of Children, January 2017-current, West Chester, PA
- Volunteer Event Production Stage Manager – Friends Association's West Chester Charity Ball & Spring Benefit, December 2015-current, West Chester PA
- Event Production Stage Manager – *FEASTIVAL 2017 & FEASTIVAL 2018*, FringeArts, Philadelphia
- Manager, Show Control *Volcano Bay* Grand Opening and VIP Event – Universal Studios, Orlando, May 2017
- Head of Venues & Technical Services, Baku 2015 European Games Ceremonies, FiveCurrents, Baku Azerbaijan 2014-2015
- Technical Operations Manager & Venue Liaison - *Clusters of Light*, Sharjah, UAE 2014 – very large projection mapping show
- Consultant Event Manager, Al Ain Club – Hazza Bin Zayed Stadium, UAE 2013
- Show Production Manager, Rio Handover Segment, London 2012 Olympic Closing Ceremony, Filmmaster Events
- Stage Manager, Australia Day Darling Harbour, Sydney 2012
- Technical Production Manager – *150 Anniversary Cinco de Mayo*, Puebla, Mexico 2012
- Technical Manager, Schedule & Show Operations – Guadalajara 2011 Pan American Games Ceremonies
- Head of Operations, Rugby World Cup 2011 Opening Ceremony – David Atkins Enterprises, Auckland 2011
- Segment Manager & Parade Pace Manager, Chinese New Year Parade, Sydney 2011 & 2012
- Site Manager – St Kilda Festival Melbourne Australia, 2011
- Consulting Technical Operations Manager Delhi 2010 Commonwealth Games Ceremonies
- Technical Operations Manager – FerrariWorld Abu Dhabi Opening Ceremony, 2010
- Assistant Venue Logistics Manager, Ceremonies Stadium – Vancouver 2010 Winter Olympics
- Deputy Stage Manager, Myer Christmas Parade 2008
- Production Manager, Operations, *75th Anniversary of the Sydney Harbour Bridge* 2007
- Stadium Scheduling Coordinator, *Doha 2006 Asian Games Ceremonies*
- Ceremonies Operations Coordinator, *Melbourne 2006 Commonwealth Games Ceremonies*
- Technical Director, Australian Business Theatre 2005
- Senior Stage Manager, *My Fair Lady*, Melbourne 2005, *Camelot*, St Kilda 2004
- Tour & Stage Manager, *Howie the Rookie*, Melbourne 2004
- Tour & Stage Manager, *Call Me Komachi*, Melbourne 2003 – 2005

September 2012 – March 2013

Technical Producer – Festivals and Events, Hobart City Council, Tasmania Australia

Duties Include:

- Manage all technical and operational requirements for the Taste Festival, a week-long food, wine and entertainment festival to coincide with the Sydney to Hobart Yacht Race
- Manage all technical and operational requirements for the Hobart Carols and Christmas Pageant
- Design all site plans
- Liaise with all contractors
- Manage production schedule
- Recruit & manage all staff
- Develop all emergency and operational plans

Key Achievements:

- Managed the most successful Taste Festival in its 25-year history
- As Chief Warden, implemented strong health & safety requirements for the event

March 2007 – August 2009

Production Coordinator – Malthouse Theatre, Melbourne

Duties Include:

- Assist the production manager on all aspects of the production
- Manage all invoicing and petty cash for the production department
- Production manage all shows in the Tower Theatre
- Prepare and reconcile all crew timesheets
- Manage the venue diary

Key Achievements:

- Consulted on the development of a venue management database
- Toured as production manager on several productions including *Optimism* for the 2009 Edinburgh Festival
- Developed a database of all props sourced for every production during my time

November 2004 – July 2006

General Manager – Red Stitch Actors Theatre

Duties Include:

- Manage all finances including daily ticket takings, overall yearly budgeting, production budgets, staff pay and invoicing
- In cooperation with the Artistic Director and Chairman, manage the company of 12 actors
- Develop all advertising campaigns and seasonal brochures
- Grant writing and philanthropy management
- Manage all season subscriptions
- Prepare and present at all board meetings

Key Achievements:

- Doubled the subscriber base during my time
- Secured philanthropy money for the next 3 years
- Negotiated a renovation of the theatre with the landlord in exchange for a longer lease

January 2002 – May 2005

Senior Entertainment & Event Designer, MTA One Stop Entertainment

Duties Include:

- Coordination of entertainment & event requirements at corporate events
- Liaise between artists, venue, suppliers and clients
- Designed and created themed events for many clients

Key Achievements:

- Promoted from Entertainment Coordinator to Senior Entertainment & Event Designer

EDUCATION

2002 BFA Technical Theatre Production, University of Wisconsin-Milwaukee, Summa Cum Laude

National Institute of Dramatic Art, Sydney – Exchange Semester 2000

Accepted to University of Melbourne's Communications Law – deferred enrolment to work overseas

Contributing writer to the online industry website TheatreArtLife.com

Microsoft IT Academy Training – Microsoft Project, March 2013

OTHER SKILLS

Event Design & Development

2D AutoCAD / Vectorworks

Procim/MYOB/QuickBooks

Virtual Meeting Skills, Zoom

Advanced Office Suite

Basic Adobe Suite

Smartsheet / FileMakerPro / Trello

Commercial Finance

REFERENCES

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