

VICK LIU

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Experience

Three Scenes in the Life of a Trotskyist

New York, NY

Lead Producer

2023-Present

- Led a team of 16 artists to mount a production of a new off-broadway play for a month-long residency at the Tank, with a total of 16 performances, and 6 talk-backs.
- Raised over 6500 dollars through various fundraising efforts to supplement the performance budget.
- Managed and oversaw marketing and PR campaigns, resulting in over 500 audiences attending the show, and total ticket sales of over \$15,000.
- Managed and operated as general manager and production manager for the performance, including but not limited to budgeting, cash flow management, and project management.

Entry Level

New York, NY

Co-Founder, Executive Director

2023-Present

- Founded and curated a full season of 7 closed developmental readings for the development of new plays for entry-level playwrights and creatives.
- Developed an active participant base of over 50 theatre practitioners ranging from actors to administrators, directors to producers, and an interested mailing list of a similar size.

Minerva University

Remote

Curriculum Design Intern

2021

- Assisted professor with redesigning an existing curriculum titled “AH156 / Socioeconomic Influences on Art and Literature”, based on student feedback.
- Researched the topic “From Tin Pan Alley to the Silver Screen” and identified reading material for examination of the social superstructure, cultural norms, and inequality’s effect on the music and entertainment industry across the United States.

Manhattan Theatre Club

New York, NY

Individual and Institutional Giving Trainee

2022-2023

- Conducted research on potential donors, facilitated fundraising events, and assisted in creating written communications for fundraising campaigns.
- Create grant proposals, acknowledgment letters, season reports, cover letters, and production reports for corporations, foundations, and government donors to facilitate grant applications and reports.
- Create a system and a template for effective and efficient donor research to streamline the process and make the information collected more accessible.
- Trained in ticketing for patrons and proficient in theatre-related systems, such as Tessitura network, zkipster, Wordfly, and other management tools such as Basecamp.
- Served as part of the Equity, Diversity and Inclusion Committee and Accessibility Taskforce, and served as EDI representative for *Summer, 1976*

Queensboro Dance Festival

New York, NY

Grant Writing Consultant

2022-2023

- Created boilerplate language for future applications based on past application materials and templates for proposals, acknowledgment letters, and cover letters.
- Created a system for accessing such boilerplate language for future grant writers and provided strategies for additional projects to further institutional reach for grants.

E=mc², Dianmo Dream

Tour, China

Production Assistant

2019

- Ensured over 20 performances for an audience of 2000+ were successfully executed on tour across cities in China.
- Assisted the production manager in housekeeping and contacting the theatre.
- Assisted the stage manager in documenting the master script with changes in light and sound cues.
- Assisted light and sound designer with pre-show setup and tech checks.