

Tonasia Jones

Skills & Interests

Photoshop
Line-Producing
Live-Streaming (Basic)
Microsoft Suite
Google Doc
Ticket Master
Production Management
Photography (Nikon D40)
Events Management
Collaborative, Team Player
Resorative Personality

Education

Emerson College, 2011-2015
Boston, Massachusetts
BFA Acting
Minor in Women's Gender and Sexuality Studies
Studio: Benny Ambush, Craig Mathers, Melia Bensussen
Movement: Sarah Hickler
Linklater: Patricia Riggins, Melissa Baroni
Stage Combat: Ted Hewlett

Directing

A Doll's House, New Traslation by Bryon Lavery
upcoming

Assitant Director
The Huntington Theatre
Dir. Melia Bensussen

Silver Linings, by Kirsten Greenidge
upcoming

Assistant Director
Bad Habit Productions
Dir. M. Bevin O'Gara

A Monogamy of Swans, by John Minigan
Director
Boston Theatre Marathon - Bad Habit Productions

How I Learned What I Learned, by August Wilson
Assistant Director
The Huntington Theatre
Dir. Todd Kreidler

Saturday Night/Sunday Morning, by Katori Hall
Assistant Director
The Lyric Stage Company of Boston
Dir. Dawn M. Simmons

Julius Caesar: All Female, by William Shakespeare
Director
Mercutio Troupe

Work Experience

GENERAL MANAGER

Bad Habit Productions/Boston, MA/November 2015 - Present
Organizes and Creates Contracts/Paperwork for actors and designers
Oversees & Organizes 3 person Production Department
Creates & Plans Next Seasons Budget
Responsible for all Company Finances and Tracking (i.e. Paying Royalties, Depositing Checks, Playroll, Managing and tracking full season budget, etc.)
Shares Producing Responsibilities with Artistic Director
Manages Staffing Schedule for Performances
Faciliatates Auditions

PRODUCING/CASTING APPRENTICE

Huntington Theatre Company/Boston, MA/May 2015 - July 2016
Organizes and faciliatates Season, EPA, and Non-Equity Auditions
Effectively answered questions from Auditioners
Prepares Auditions Books & Works Auditions
Facilitates Workshops & PA's Summer Huntington Playwright Fellows Workshops
Compiles Local Casting lists/ideas for productions
Works with ArtStaff in planning the 2016-2017 Season
Writes articles for Spotlight Magazine

CUSTOMER SERVICE REPRESENTATIVE - COPLEY SUPERVISOR

ArtsBoston/Boston, MA/May 2015 - Present
Promoted to Supervisor October 2015
Builds a reationships of mutual trust with clients
Handles complaints and concerns in a sensitive way
Operates BosTix Copley Booth
Effectively sells products and promotes shows
Operates TicketMaster Systems and TicketForce Systems

CREATIVE PRODUCER

ArtsEmerson/Boston, MA/November 2014- May 2015
Transcribing Interviews for Howlround
Managing Touring Productions
Producing events to promote productions to Emerson students and Boston Communities
Company Managing Productions
Conducting Interviews with Artists for Blog
PA/Assisted on Creative Recedencies through Howlround

Leadership

CORRESPONDING SECRETARY

Kappa Gamma Chi/Emerson College Boston, MA/2014-2015
Handed all correspondence within Kappa, as well as with all Emerson and outside organizations
Assumed the position of "Goods and Welfare" Manager & "Risk Manager"/"Crisis Management"
Strengthened constitution
Promoted from Alumnae Co-Chair
Planned, facilitated, and organized annual Alumnae Luncheon
Initiated Kappa Fund

Mercutio Troupe, Associate Artistic Director

Promoted from Casting Director
Organizing the 2014 & 2015 Season
Introducing discussions and events school-wide built around the 2014 & 2015 Season to produce an impact
Managing productions of the Season