

MAISIE CHAN

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WORK EXPERIENCE

Disney Parks Live Entertainment (Anaheim / Glendale, California)

Project Coordinator (December 2016 – August 2019)

- Maintained and updated production calendars, schedules, meetings, budgets, and status reports for the “Summer of Heroes” campaign for Disney California Adventure and projects pertaining to Tokyo Disney Resort such as “35th Anniversary Dream Up Parade” and “Celebrate! 35 Year of Magic & Dreams”
- Interacted and assisted Production Managers, Creative Directors, Show Directors, and Technical Directors throughout various stages of the creative development process as well as installation phases
- Assisted creative team by fulfilling a variety of administrative assignments including research, note taking, storing creative materials, set-up visual support tools and presentation materials, coordinating shipping, and booked travel

Disney Parks Live Entertainment – Talent Casting & Booking (Anaheim, California)

Talent Casting Coordinator (February 2013 – March 2015), (September 2016 – December 2016)

- Coordinated and monitored talent and character performer auditions ranging from 5 – 1000 attendees while providing support to the Casting Directors and Show/Creative Teams
- Organized and managed auditions, contracting, scheduling as well as booking – including venue and equipment rentals
- Prepared and created contracts, work authorizations, and schedule payments for various entertainment vendors

Shanghai Disneyland – Disney Parks Live Entertainment (Shanghai, China / Glendale, CA)

Entertainment Manager (January 2016 – August 2016)

- Oversaw coordination, integration, and supervision of all show elements including performers, technicians, costuming, and maintenance for two entertainment venues, Meet Mickey and Marvel Universe
- Acted as a liaison between vendors, Marvel, Walt Disney Animation, Live Entertainment, Entertainment Operations, and Operations departments
- Provided coaching and feedback of Cast Member training in venue, monitored and ensured Disney standards, and demonstrated leadership behavior while ensuring exceptional guest service
- Managed and tracked all scenic and equipment shipments from packing in United States and arrival in Customs in China

Disney Parks Live Entertainment (Glendale, California)

Production Coordinator (March 2015 – January 2016)

- Administered project timelines, production calendars, schedules, meetings, and status reports for three entertainment venues: Meet Mickey, Marvel Universe, and Star Wars Launch Bay
- Supported Entertainment Production teams including: Executives, Producers, Production Managers, Show Directors, Music Directors, and Design teams
- Supported team in procurement of research materials, gathering and coordination of presentation materials, and the preparation of authorizations and purchases

Freelance Stage Manager (Anaheim, California)

Rehearsal & Production Stage Manager (January 2013 – November 2014)

- Assisted the stage directors, talent, and production teams to help produce collaborative art:
 - *Moon Over Buffalo* – The Attic Community Theatre, January 2015
 - *Seussical Jr.* – The Attic Community Theatre, October-November 2014
 - *Legally Blonde* – The Attic Community Theatre, September-October 2014
 - *Annie Get Your Gun* – The Attic Community Theatre, March-July 2014
 - *Thoroughly Modern Millie* – Brea Curtis Theatre, August-October 2013
 - *Hairspray* – Musical Theatre Orange County, May-August 2013
 - *Thoroughly Modern Millie* – The Attic Community Theatre, April-May 2013
 - *The Experiment* – SCRamble featuring Actor’s Circle Ensemble, January 2013

International Quidditch Association – World Cup VII - Volunteers (North Myrtle Beach, SC)

Announcer Coordinator (October 2013 – April 2014)

- Recruited and monitored 40 volunteer sports announcers for World Cup VII
- Organized and scheduled the announcers for 198 different game slots over the course of two days
- Provided support to the Volunteers Team as well as field support during the World Cups

Disney Parks Live Entertainment (Orlando, FL)

Production Assistant Intern (June 2012 – January 2013)

- Provided critical communication, administration, and field support for the creative and design team
- Organized and updated project timelines, production calendars, and meetings for various events and projects such as USSSA NPF Softball games, Epcot's International Food & Wine Festival, Disney's Vacation Club Merry Member Mixer, Epcot's New Year's Eve, and Rivers of Light
- Provided field support for events such as Night of Joy, Eat to the Beat music festival, Disney Blogger event for Be Our Guest restaurant grand opening, Wine & Dine Half Marathon, and Carolers at the Polynesian Hotel and The Contemporary Hotel

Chapman University Financial Services (Orange, CA)

Accounts Payable Assistant (March 2010 – May 2012)

- Processed and audited invoices and accounting data into SunGard Bi-Tech Network system
- Collated and organized checks and wires from various vendors and clients

Chapman University (Orange, CA)

Production Stage Manager (November 2008 – May 2012)

- Acted as the main information lead and assisted stage directors, talent, administration, and production teams
- Scheduled, maintained, and supervised performances and rehearsal spaces
- Instructed crews of 15 to ensure no technical or performance errors over 11 productions

A&E Television Networks – Lifetime (Los Angeles, CA)

Business Affairs Intern (June 2011 – August 2011)

- Overlooked agreements, deal memos, and option letters as well as organized all general correspondence
- Conducted research on various actors and television network ratings
- Provided daily help to agents, attorneys, producers, and assistants in the entertainment community

Canyon High School (Anaheim, CA)

Assistant Director (January 2011 – April 2011)

- Assisted the director with organizing rehearsals of the production "Willy Wonka and the Chocolate Factory"
- Directed a cast of 30 high school students with character development and stage presence

Operafestival di Roma (Rome, Italy)

Stage Manager Intern

- Assisted the director of organizing over 50 performers and orchestra during rehearsals and performances
- Worked with the Technical Director and Lighting Designer to set up lights and sets for the week-long event
- Ensured no technical or performance errors over the week-long event

EDUCATION

Guildhall School of Music & Drama (London, England, UK; September 2019 – Present)

Master of Arts, Collaborative Theatre Production & Design (Production Management)

Chapman University (Orange, California, USA; August 2008 – May 2012)

Bachelor of Science, Business Administration (Management)

Bachelor of Arts, Theatre Arts (Technology)

SKILLS & TRAINING

- Proficient in PC and Mac operating systems and Microsoft Office Suite
- First AID & AED Certified in USA and UK
- IPAF Mobile Vertical (3a) Certified
- Working knowledge in Adobe Creative Suite, Keynote, QLab, HTML5, SAP, and Microsoft Project
- Strong understanding of social media
- Member of Themed Entertainment Association
- Member of United States Institute of Theatre Technology
- Holder of a U.S. Passport with Global Entry
- Holder of a California Driver License Class-C non-commercial license and International Driving Permit