

# KHIRA AUERBACH

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## OBJECTIVE

I am seeking a Production Assistant position, where I can apply the four years of BFA training and experience I obtained from Missouri State University.

## EDUCATION

Bachelor's of Fine Arts (BFA) in Acting

*Missouri State University*

- Related Coursework: Various courses involving on-set experience, on-camera classes, business of acting, pre-professional training, arts as a business.
- Related Extracurriculars: Make-up assistant on Posers (currently in festival circuit), Production Assistant on The Town in the Middle of Nowhere (currently in post-production), frequent audition runner for Missouri State University, Tent Theatre, Tabula Rasa, and other university-based production companies.

## SKILLS & ABILITIES

### Management

- Worked as a pool and lifeguard manager, which required making life-saving decisions in the moment under pressure.
- Organized schedules, payroll, and expenses for staff of 30 using Microsoft Office and other software.
- Produced and selected shows in playwright scholarship competition, which involved securing funding; coordinating between artists, production teams, and venues; scheduling rehearsals; and updating and maintaining paperwork from all aspects of production.

### Communication

- Obtained degree in performance-related field of study, which reaffirmed and strengthened people skills and a desire to work with a diverse team.
- Excelled at maintaining professional demeanor under pressure while communicating life-saving instructions to employees and guests.
- Successfully coordinated and communicated production schedules between Board of Governors, backstage crews, talent, and operations teams for 5 seasons of productions.

### Leadership

- Gained experience working with minimal supervision and achieving results in a timely manner.
- Selected as one of two teaching assistants for professional acting studio cycle at Missouri State University.

## EXPERIENCE

Freelance Assistant Stylist

*DFS Styling*

- Responsible for transporting talent, coordinating between production team and artistic team, maintaining quality of garments, updating paperwork on all teams as needed, acting as primary communication channel between brands and styling team.