

# Isabel Beatriz Tongson

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## EDUCATION

**Barnard College, Columbia University** | New York, NY | *BA Theatre & English* Expected May 2026  
Courses: *Playwriting Lab, Directing I, Playwriting I & II, Western Theatre Traditions: Modern* GPA: 3.82

## PRODUCTION/ADMINISTRATION EXPERIENCE

**Barnard College Minor Lantham Playhouse** | New York, NY | *Production Assistant* September 2024–Present

- Built sets for 2+ university productions each semester
- Broke down sets after every production salvaging any materials in a commitment to sustainability
- Plotted, hung, focused, and programmed 100+ lighting units per university production
- Organized and managed storage of 50+ furniture storage

**A White Girl's Understudy** | New York, NY | *Playwright/Producer/Director* January 2023–February 2025

- Workshopped, produced, and directed 3 readings of original play at 3 venues (including Off-Broadway)
- Pitched, produced, and developed script for Off-Off-Broadway production in 2025 (sold-out run)
- Watched, reviewed, and tracked 100+ audition tapes, casted 4 cast iterations
- Managed and made graphics of show Instagram reaching 80k+ account views in two months
- Currently revising script for next full-length production

**Mabou Mines** | New York, NY | *Administration & Production Intern* May–August 2024

- Reviewed and wrote summaries of 30+ show proposals and artist-in-residence applications
- Production assistant for Elevator Repair Service's *Ulysses* and Mel Dyer's *Incalculable Likelihood*
- Produced and restructured the SUITE/Space artist development program to focus on mentorship
- Created a full-service marketing plan covering 9 months for SUITE/Space artist development program
- Edited, compiled, and gathered materials for NEA and NYSCA grants leading to successful submission

**The Associates' Redemption Story** | New York, NY | *Assistant to the Artistic Director/Playwright* May 2024

- Consulted Peregrine Teng Heard on her original script *Redemption Story*, workshopped final draft
- Created marketing graphics for The Associates' Instagram focused on AAPI Heritage Month
- Preset runs and previews and set-up front of house, ushered audience members to their seats
- Created and managed prop and furniture tracking sheet for 60+ pieces
- Built set by painting all furniture pieces, laying linoleum tile to theatre floor, and installing practical light

**KCST's Much Ado About Nothing** | New York, NY | *Director & Adaptor* June–November 2023

- Edited and adapted script to a 1.5 hour performance and conceptualized an anti-imperialist narrative
- Created marketing plan and designed graphics reaching audience of 3k+ people
- Collaborated and advised team of 24 designers and production managers to create an original culture
- Blocked show and led character work for cast of 14 actors
- Led rehearsals 2-3hrs per day, 5 days per week for 2 months culminating in a 3 show run in November

**Clubbed Thumb** | New York, NY | *Summerworks Production Assistant* May–July 2023

- Participated in 2 new play workshops and assisted in producing script readings 2
- Production and stage management assisted for Summerworks Festival show *Grief Hotel* 35+hrs/week
- Company administrative assistant for festival with post-mortem spreadsheets and finance tracking
- Assisted company administration scanning/copying scripts and contracts, running items between offices
- Reviewed and organized company log of all play submissions, director applications, and show proposals
- Load-in crew, strike crew, and set builder for 3 different Summerworks productions

**Dr. Phillips Center for the Performing Arts** | Orlando, FL | *Teen Ambassador* September 2018–June 2022

- Publicized 12+ touring and community shows reaching 100k+ viewers
- Created graphics for 20+ performances and class opportunities reaching 10k+ viewers
- Consulted with 9+ production professionals in non-profit arts management
- Facilitated open houses for the School of the Arts and arts outreach in underserved communities

## SKILLS

**Tech Skills:** QLab, Garageband, Final Draft, Scrivener, Adobe Premiere Pro, Wix, Canva, Social Media (Instagram, Facebook, TikTok, Twitter, Youtube), Windows, Microsoft Office, Google Suite, Apple Suite

**Practical Skills:** Sewing (Hand & Machine), Screwgun, Staple Gun, Chop Saw, Upholstery, Tiling, Carpet Laying & Stripping, Set Painting, Floor Leveling, Props Creation & Dressing

**Miscellaneous:** International Award-Winning Playwright, Actor, Intermediate-Advanced French