

TANYA MARTEN

PO Box 3300, New York, NY 10163

tanya@actors-rep.org

cell: 917-573-6839

www.actors-rep.org/staff/tanyamartenart.html

MANAGEMENT EXPERIENCE

(Film, Theatre, Non-Profit)

SOULAR FILMS, INC.: 2003-Present, NYC; Chicago, IL; www.soularfilms.com; Position: President

- Filing and maintenance of all corporate paperwork including: Articles of Incorporation, Annual Reports, Resolutions, Minutes, Foreign Corp. documents, filing of taxes, partnership agreements, talent agreements and coordination with other film companies
- Creation of Business Plans for films
- Creation and maintenance of various websites including application and integration of credit card services, payment gateways, shopping carts, CCbill accounts
- Coordination and submission of projects to festivals; attend festivals and promotional events
- Oversaw all aspects of pre-production, production and post-production including art-work, PR, UPC codes, distribution and duplication

ACTORS REPERTORY THEATRE: 8/01-Present, NYC, Virginia, Chicago; Position: Managing Director

- Researched, found and procured facility to house theatre and school
- Oversaw all aspects of non-profit professional theatre company including:
- Fundraising, marketing and public relations, grant proposals
- Student recruitment, registration, payments
- Renovation of facility, rental of facility and facility management
- Daily administration, Equity contracts, budgets & financial planning
- All aspects of production

TIDEWATER JEWISH FOUNDATION: 3/00-8/01, 757-671-1600, Beth Jacobson, Philip Rovner
Virginia Beach, VA; Position: Associate Director of Marketing and Public Relations

- Created, revised and implemented marketing plan (created direct mail timeline)
- Created newsletters (layout, design & copywriting)
- Researched, wrote and edited articles and information for (in-house magazine),
- Event Planning - coordinated, planned and implemented seminars and promotional dinners
- Oversaw all aspects of website www.jewishva.org (research, design, copywriting & PR materials)
- Created power point presentations

CREATIVE ACTING COMPANY: 10/98-10/99, NYC, Mario Giacalone, Position: Company Manager

- Responsible for all public relations: created press releases, ads, direct mailings, etc.
- Responsible for and oversaw all facets of business including: student registration, enrollment and payment plans, rental set-up and payments, casting of films and daily office work, QuickBooks daily and Payroll weekly
- Managed staff of 25 (hired, trained, scheduled, gave tasks and reviewed after completion)
- Set up cameras for casting sessions, auditions and actor tapings. Camera set-ups included half and three quarter inch decks (up to three decks at one time) with monitor, switcher and two cameras.
- Cast extras and stand-ins for SAG features (list below), held casting calls, maintained and updated files. Called actors for availability, booked actors, fixed last minute changes
- Taught classes including marketing to actors, Participated & Led co-operative marketing group

WALT DISNEY STUDIOS: (4/92 - 5/96) Los Angeles; Position: Long-term Temp Administration

- All Correspondence, coordination of business meetings; typed dictated letters & contracts, updated legal contracts; answered phones and made follow-up calls, copies, distribution, updated schedules and made travel arrangements; created budget and expense reports

CINE-PARIS: 1993-1997, Los Angeles; Director: Stephen Mitchell;

(Film Company producing direct to video and cable television shows) Position: Staff

- Created Advertising, Marketing and PR material, Direct mailings, Telephone Sales
- Planned and ran promotional events
- Edited half-hour cable shows using The Flyer (computer-editing system).
- Wrote and Directed half-hour cable episodes, Ran Cameras, Sound, Video Toaster

THE ACTOR'S NETWORK: 9/95-6/97, Los Angeles; Michael Dutra; Position: Member

- Taught classes for actors in marketing

THEAFILM: 8/94-2/95, Los Angeles; (Film Distribution); Chick Cicerelli; Position: Office Manager

- Organized promotional event; created and organized PR material
- Organized financial records and paid bills, created and implemented filing system

PRODUCTION EXPERIENCE

FILM / TV (partial)

The Party Guest	Co-Director, Editor, Writer	DV, 100 min	BRP, Inc.
Debt Enders	Producer, Writer, Editor	DV, 45 min	BRP, Inc.
The Burglar	Producer, Director, Editor	DV, 20 min	BRP, Inc.
The Line Between	Producer, Editor, Composer	DV, 25 min	Soular Films, Inc.
F*L*U*S*H	Editor, Writer	DV, 20 min	BRP, Inc.
The Shrew	Producer, Editor	DV, 45 min	BRP, Inc.
Player's Joy	Co-Producer	DV, 90 min	ART & Star Circle
Mating Habits	Production Assistant	DV, 30 min	JHC Productions
The Game	Camera, Writer	Cable 30 min	Cine-Paris
Too Perfect	Director, Writer	Cable 30 min	Cine-Paris
Wednesday Night Scotch	Director, Writer	Cable 30 min	Cine-Paris
Confessions	Crew, Writer	Cable Series	Cine-Paris
Clip Joint	Production Assistant	Cable 30 min	Cine-Paris
Hail Caesar	P.A. - Art Department	35mm, 100 min	Crystal Sky Comm

THEATRE (partial)

Loss of D-Natural	Assistant Stage Manager	Mint Theatre (Off-Broadway NY) Writer: N. Richard Nash, Director: Matt Conley
Player's Joy	Producer	Actors Repertory Theatre
Supernormal Clutches	Producer	Actors Repertory Theatre
And Counting	Producer	Creative Acting Company (NY)
The Spiral Dance	Producer, Writer	Creative Acting Company (NY)
Diary of Adam & Eve	Producer	Actors Repertory Theatre
The Naked Truth	Producer	A.K.A. Productions (LA)
My Poor Marat	Benefit Coordinator	Los Angeles, CA
Midsummer Night's Dream	Director	Maine Stage

COSTUMES

Alice in Wonderland	Costumes	Little Engine Company
Baby, Tintypes, Pirates of Penzance	Costumes	London Productions (ME)
Richard II, Jane Eyre, Taking Steps	Costumes	Theatre at Monmouth
Costume Shop Stitcher	1988-1990	Brandeis University
Costume Shop Stitcher	1984-1986	University of Maryland

CASTING

Snowdays, Miriam, In the Weeds, Fever	Cast extras, day players	Creative Acting Company (NY)
Everything Happens at Night	Cast extras, day players	Creative Acting Company (NY)
Double-Parked, Opponent	Cast extras, day players	Creative Acting Company (NY)
15 Moments	Cast extras, Payroll	Creative Acting Company (NY)
Viper	Intern	April Webster Casting (LA)
NETCs, DCTCs etc.	Attended conferences and auditioned actors for Maine Stage Summer Theatre, Los Angeles Repertory Co., Actors Repertory Theatre	

WRITER

STAGE PLAYS

Euphoric Tendencies (<i>full-length Romantic Comedy, 2007</i>)	Scheduled to premiere Fall, 2007 Staged reading: July, 2007: Turtle Shell Theatre, NYC
The Spiral Dance (<i>full-length Comedy Drama, 1999</i>)	Reading: May 1999: Creative Acting Company, NYC
Face In Ashes (<i>full-length Drama, 1998</i>)	Reading: 1998: Mint Theatre
The Gatherer (<i>10 min Drama, 2007</i>)	
Betty & Veronica (<i>10 min Comedy, 2007</i>)	

FILM / TV

Debt Enders (<i>20 min, Comedy, 2007</i>)	DV	Produced by BRP Films, currently in post
The Party Guest (<i>60 min, Comedy/Drama, 2007</i>)	DV	Produced by BRP Films, currently in post
F*L*U*S*H (<i>30 min, Comedy, 2006</i>)	DV	Produced and Released by BRP Films
The Last Hurrah (<i>90 min, Comedy/Drama 1997</i>)	DV	Commissioned by Hornbill Films
The Game (<i>30 min, Comedy/Drama 1996</i>)	Cable	Cine-Paris
Too Perfect (<i>30 min, Comedy/Drama 1996</i>)	Cable	Cine-Paris
Wednesday Night Scotch (<i>30 min, Comedy 1996</i>)	Cable	Cine-Paris
Confessions (<i>Series writer, 30 min, Dramatic series 1996-97</i>)	Cable	Cine-Paris

OTHER WRITING

Press releases, grant writing, proposals, promotional materials	2001-2007	Actors Repertory Theatre, Managing Director www.actors-rep.org
Interviews, newsletter articles, annual report, presentations, all website copy, promotional materials	2000-2001	Tidewater Jewish Foundation, Marketing Director www.jewishva.org
Press releases, advertisements, website copy	1998-1999	Creative Acting Company
Poems		Published in various magazines

SKILLS (partial):

Budgeting, Business Plans, Marketing Plans, Legal Corporate Paperwork, pre-production film organization, PR & Marketing, 1, 2 & 3 Camera set-ups, familiar with cabling and switcher, Camera operator (still and video), Lighting, Set Dressing, Video Editing, Streaming Media, Podcasts, Video Conferencing, Duplication

SOFTWARE:

Microsoft Office Applications (PC & Mac)
ACT, Adobe Photoshop, Ashop, Axiom Budgeting Software, DOCS, Dreamweaver, DVD Studio Pro, Filemaker Pro, FileSite, Final Cut Pro, Flash, Flip4Mac, Flyer, FrontPage, Garage Band, HTML, LexisNexis, Linkpoint, PCLaw, QuickBooks Pro, Quicken, QuickTime, Quark, Sorenson Squeeze, Toast, Video Toaster, WebAssist, WinFax Pro, WordPerfect (Extremely quick study with software programs).

EQUIPMENT (partial):

Panasonic DVX100i Camera, Sony 3 chip Video Camera, Sony 1 chip Video Camera, Tripod, Still cameras, lighting equipment, microphone with boom and stand, editing equipment, 5 to 1 Duplication bay.

EDUCATION

M.F.A. Acting – Brandeis University,
B.A Theatre Arts. – U. of Maryland
Certificates: Carnegie-Mellon University; Royal Academy of Dramatic Arts, London

REFERENCES

Creative Acting Company, Mario Giacalone, Producing Director, mariogiacalone@optonline.net

Actor's Network & Theafilm, 818-985-4313, Michael Dutra, Independent Producer, dutraji@yahoo.com

Tidewater Jewish Foundation, 757-671-1600, Beth Jacobson, Director of Marketing, bethj@ujft.org
Philip S Rovner, Executive Director, philipr@ujft.org

Actors Repertory Theatre, Jennifer Murdoch, President Board of Directors, Jen80370@yahoo.com