

JOSEPHINE GENUARDI

Technical Director Civic Theatre of Allentown

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JOSEPHINEGENUARDI.COM

EDUCATION

West Chester University
Bachelor's Theatre
Design, Production, Management

EMPLOYMENT

Civic Theatre of Allentown

July 2025 - Present

- Technical Director
- Scenic Designer

Starbucks Coffee Company^

May 2021 - Sep 2025

- Barista Trainer

Neshaminy Creek Brewing Company

December 2024 - Present

- Bartender

Wolf Performing

*Fall 2022 & *2024

- Costume Designer
- Scenic Designer

Surflight Theatre

Summer Season 2022 & 2023

- Costume Designer
- Costume Shop Manager
- Head of Wardrobe
- Scenic Assistant
- Scenic Designer (Theatre for Children)
- Fly Rail Operator
- Run Crew

North Penn High School Theatre

*Spring 2023

- Costume Designer
- Scenic Painter

Kohl's^

2019, 2020-2021

- Customer Service
- Online Fulfillment
- Sales Associate

Genuardi Florist

Floral Designer, Social Media

^Multiple Locations

**One Show Contract*

(Full Production List Available Upon Request)

CERTIFICATIONS/SKILLS

- Valid PA Drivers License & Vehicle
- RAMP Certified
- Proficient in Adobe Suite, Microsoft Office, Canva, Cricut Design Space

EXPERIENCE

Stage Management

Served as Stage Manager and Assistant Stage Manager for West Chester University Theatre and North Penn Theatre

- **Paperwork** - created production schedule, daily rehearsal schedules, run sheets, and blocking notes
- **Communication** - sent daily emails for rehearsals
- **Leadership** - acted as liaison between faculty, student designers, and actors lead weekly production meetings

Scenic

Served in Scenic roles at Surflight Theatre, West Chester University Theatre, Wolf Performing Arts, and North Penn Theatre

- **Designer** - attended weekly production meetings, created sketches and building plans using hand drafting, Vectorworks, and Autocad
- **Construction** - Built and painted sets, fabricated and pulled set dressings from stock, constructed and painted signs
- **Rigging** - loaded drops and flats onto hemp and counterweight fly systems, performed quick change-overs between shows daily
- **Fly Rail Operator** - operated fly rail, created fly cue sheets

Costumes

Served as Costumer Designer and Wardrobe head for productions at Surflight Theatre, Wolf Performing Arts, and North Penn Theatre

- **Designer** - designed, fabricated, pulled, and purchased costumes to bring the directors vision to life
- **Shop Manager** - created schedules, run sheets, managed budgets, and organized costume storages
- **Wardrobe** - performed daily maintenance and cleaning of costumes to keep them performance ready, aided in quick changes, costume tracking, and daily cleaning of dressing rooms

Lighting

Served as Lighting Designer and Lighting Crew for West Chester University and Spot Light Operator at Surflight Theatre

- **Designer** - attended weekly meetings, created light plot using hand drafting, Vectorworks, and Autocad
- **Hang/Circuit/Focus** - followed light plot to implement instrument schedule, daily maintenance of lighting instruments, and created custom practical units
- **Operator** - operated lighting board and spot light

Publicity

Served as publicity and marketing roles for West Chester University Theatre, West Chester University Golf Team, North Penn Theatre, North Penn Accolade, Genuardi Florist, and personal Etsy Shop

- **Social Media** - created digital content to promote productions, events, fundraisers, and products
- **Websites** - created websites using Wix and Adobe, managed products
- **Articles** - wrote promotional articles, Student Life Editor for North Penn Accolade, attended journalism conference at Columbia University
- **Marketing** - designed promotional posters, logos, informational pamphlets
- **Photography** - has experience with product photoshoots, sports photography, and event photography