

# Louis Williams, III

Baltimore, MD • 443-979-1168 • louhwilliams7971@gmail.com

## Professional Summary

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A community-focused Storyteller and Arts Manager with 8 years of diversified operations and administrative experience. Uniquely skilled in event management, donor management, copy editing, dynamic scheduling and creating a warm day to day work environment. Currently searching for a full time position that utilizes my interpersonal and administrative expertise to service Black people and institutions in Baltimore.

## Skills

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| • <b>Project Management</b>                   | • <b>Stakeholder Support</b>                       | • <b>Captivating Storytelling</b>                        |
| • <b>Detail-Oriented, Big-Picture Focused</b> | • <b>Physical &amp; Digital Document Archiving</b> | • <b>Microsoft Office &amp; Google Suite Proficiency</b> |

## Work Experience

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### Stage Supervisor

Everyman Theatre

Baltimore, MD  
03.2022 - Current

- Successfully supervised 20+ mainstage productions.
- Supervises a run crew of 1-5 members and a cast of 1-12 actors for each production.
- Maintains a strict pre-show, mid-show and post-show production timeline.
- Cultivates vibrant relationships with donors via stage tours and "Backstage Breakfast" events.
- Designs and documents scenery operation procedures for each production.
- Organizes and maintains the welcoming culture of backstage spaces.

### Operations Support Specialist

CMD Investment Group, Inc.

Hunt Valley, MD  
08.2020 - 03.2022

- Processed accounts payable and receivable transactions utilizing the SAGE accounting software.
- Scheduled new hire interviews and administered intake exams.
- Handled sensitive employee documents under the guidance of the Director of HR.
- Sustained relationships with 5 temporary staffing agencies as the primary company contact.
- Maintained company wide data tracking and impact assessment tools including Salesforce
- Developed and maintained documents in physical and digital filing systems.

### Operations & Production Manager

WombWork Productions, Inc

Baltimore, MD  
09.2018 - 12.2019

- Directed the script writing, grant writing, acting and marketing of over 10 theatrical productions performed by The Nu Generation Art Ensemble.
- Produced budgets and financial reports.
- Designed marketing materials and playbills using Canva and Adobe Photoshop.
- Recruited 15 new teenagers in West Baltimore to the ensemble.
- Fundraised for 50 new performance uniforms.

### Social Media Coordinator

Leaders Of A Beautiful Struggle

Baltimore, MD  
10.2016 - 05.2017

- Maintained the organization's digital presence on Facebook, Twitter and Instagram via Hootsuite.
- Proofread and posted articles on organization's website via WordPress.
- Designed email campaigns via Mailchimp.
- Live streamed community events and public seminars through Facebook.
- Organized a photoshoot that showcased the organization's merchandise.

# Education

<b>Baltimore City College High School</b> International Baccalaureate Program GPA: 4.5, Weighted	Baltimore, MD C/o 2017
<b>Coppin State University</b> BS in Urban Arts, Design & Production GPA: 3.8, Summa Cum Laude	Baltimore, MD C/o 2021

# Community Work

<b>Baltimore Rites of Passage Initiative</b> Program Facilitator <ul style="list-style-type: none"><li>Successfully completed the Adult Men’s Rites of Passage process and supported the following Youth Rites line working with young Black Boys from 11-13 years old.</li></ul>	Baltimore, MD 09.2023 - Current
<b>Baltimore Children &amp; Youth Fund</b> Board Member <ul style="list-style-type: none"><li>Served on the Finance Committee in conjunction with typical Board Member duties.</li></ul>	Baltimore, MD 10.2021 - 12.2023
<b>WombWork Productions, Inc.</b> Resident Company Member <ul style="list-style-type: none"><li>Performs and writes with the Nu World Art Ensemble.</li></ul>	Baltimore, MD 09.2019 - Current

# Playwriting Work

<b>The African Singularity</b> <ul style="list-style-type: none"><li>Workshopped at WombWork Productions, Inc (MD), The Ensemble Theatre (TX) and The Academy of Black Arts &amp; Letters (TX).</li></ul>	Full-Length Play 04.2024
<b>For Your Eyes Only</b> <ul style="list-style-type: none"><li>Workshopped at Coppin State University.</li></ul>	10-Minute Play 12.2019
<b>False Prophets</b> <ul style="list-style-type: none"><li>Workshopped at Coppin State University.</li></ul>	10-Minute Play 04.2019

# Awards & Certifications

<b>Arts Management Certification</b> <ul style="list-style-type: none"><li>Awarded by The Kennedy Center American Theatre Festival.</li></ul>	Montclair University, NJ 01.2019
<b>S. Randolph Edmonds Playwriting Competition Winner</b> <ul style="list-style-type: none"><li>Won Best 10-Minute Play out of 50+ entries.</li></ul>	Baltimore, MD 04.2019
<b>Critical Language Scholarship - Intermediate Swahili</b> <ul style="list-style-type: none"><li>8-week intensive Swahili language and Tanzanian cultural immersion program.</li></ul>	Arusha, TZ 06.2021 - 08.2021