

# Louis Williams, III

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## 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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- Project Management
- Stakeholder Support
- Captivating Storytelling
- Detail-Oriented, Physical & Digital
- Microsoft Office & Google
- Big-Picture Focused
- Document Archiving
- Suite Proficiency

## 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

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### **Baltimore City College High School**

International Baccalaureate Program

GPA: 4.5, Weighted

Baltimore, MD

C/o 2017

### **Coppin State University**

BS in Urban Arts, Design & Production

GPA: 3.8, Summa Cum Laude

Baltimore, MD

C/o 2021

## Community Work

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### **Baltimore Rites of Passage Initiative**

Baltimore, MD

Program Facilitator

09.2023 - Current

- 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.

### **Baltimore Children & Youth Fund**

Baltimore, MD

Board Member

10.2021 - 12.2023

- Served on the Finance Committee in conjunction with typical Board Member duties.

### **WombWork Productions, Inc.**

Baltimore, MD

Resident Company Member

09.2019 - Current

- Performs and writes with the Nu World Art Ensemble.

## Playwriting Work

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### **The African Singularity**

Full-Length Play

04.2024

- Workshopped at WombWork Productions, Inc (MD), The Ensemble Theatre (TX) and The Academy of Black Arts & Letters (TX).

### **For Your Eyes Only**

10-Minute Play

12.2019

- Workshopped at Coppin State University.

### **False Prophets**

10-Minute Play

04.2019

- Workshopped at Coppin State University.

## Awards & Certifications

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### **Arts Management Certification**

Montclair University, NJ

01.2019

- Awarded by The Kennedy Center American Theatre Festival.

### **S. Randolph Edmonds Playwriting Competition Winner**

Baltimore, MD

04.2019

- Won Best 10-Minute Play out of 50+ entries.

### **Critical Language Scholarship - Intermediate Swahili**

Arusha, TZ

06.2021 - 08.2021

- 8-week intensive Swahili language and Tanzanian cultural immersion program.