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# DARNELLE EDWIN RADFORD

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## Experience

**General Manager, Theatre Exile; Philadelphia, PA - 2022**

Providing leadership and oversight to ensure the organization's work progresses efficiently and on time. Managing hiring and onboarding process. Supporting bookkeeping, facilities and rental management, patron services, marketing and PR efforts, vendor relations and community engagement. W: [theatreexile.org](http://theatreexile.org)

**Owner and Producing Director, Em3ry, LLC; Philadelphia, PA — 2018 -**

Em3ry is a production company for theatrical media production and IT consultation projects. Projects: Rep Radio Podcast Network (2009-), The Business of Broadway (2015-), Broad Street Review Podcast (2016-), The Business of Theater, A working Title (2022) W: [em3ry.com](http://em3ry.com)

**House Manager, Keen Company; New York, NY — 2014**

Preparing the lobby for patrons. Communication with the box office regarding advance sales, walk-ups, late seating and overall attendance reconciliation.

**House Manager/Stage Manager, River to River Festival; New York, NY — 2014**

Site-specific set up, festival information, overall attendance reconciliation.

**Producing Director, Represented Theatre Co; Philadelphia, PA — 2005 -**

Founded in 2005, developed production seasons, budgeting, marketing and promotions Connecting the dots that lead to opening nights. Raising money, Staffing, and Marketing. W: [representedtheatre.org](http://representedtheatre.org)

**Production Manager, Historic Philadelphia, Inc.; Philadelphia, PA — 2005-09**

Managing all productions and tours, seasonal staffing, scheduling and retail store reconciliation.

## Education

New York University, SPS — Arts Administration

Art Institute of Philadelphia — Multimedia and Web Design/Video Production

## Supporting Work

Technical Systems Analyst — Philadelphia Department of Public Health

Director, Information Technology — College of Physicians of Philadelphia

Mobile Device Technician and Software Trainer — Apple, Inc. (PA and NY)

Guest Services and IT Manager — Historic Philadelphia, Inc.

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## DARNELLE EDWIN RADFORD

### Service

Board Member — American Historical Theatre - 2015 - 2020

Board Member — Greater Philadelphia Theatre Alliance - 2010 - 2012

### References

Mitchell Weiss, Author; The Business of Broadway — MW Entertainment

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Albert Lee, Mayor's Office of Communications — City of Philadelphia

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Daniel Corti, Director - Faith and Liberty Discovery Center

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