

Michael Cavazos

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EDUCATION

Emerson College, Boston, MA
B.F.A., Performing Arts

The New School, New York, NY
M.A., Media Studies

PROFESSIONAL EXPERIENCE

Hand2Mouth, Portland, OR

Artistic Director (8/23-present)

Project Manager (1/19-3/22)

As Artistic Director, I work with the H2M ensemble to oversee the theatre's long-term artistic vision and help guide artistic programming decisions as well as supervise all areas of production including season planning and scheduling, budgeting, resource allocation, contracting employees and designers, and monitoring progress of all production elements.

- Direct company created productions and festivals
- Hire production staff and guest artists
- Work alongside Director of Education and Director of International Programs to align the budgeting and financial resources with the artistic goals of the theatre, and work to ensure the finances are in place to carry them out
- Report to the Board of Directors at 4 annual board meetings
- Attend and co-lead monthly H2M company meetings
- Meet regularly with staff to focus on weekly workload/tasks
- Work with H2M company to move forward our artistic process and growth as an ensemble of artists, and as individuals; by advocating for artists needs and by helping push for and implement ideas that H2M Company generates for the theatre's growth and benefit
- Steward relationships with artistic and presenting partners, both in the field and in the community, both locally, regionally and nationally
- Work with the Development Committee to write the Strategic Plan, and work to implement this plan at Company Meetings, Board Meetings, and Company Retreats
- Work with (as a member of) H2M's Development Committee on the creation and execution of annual resource development plan and the following:
 - Identify and cultivate new individual donors
 - Steward (and build) relations with major donors and sponsors
 - Help organize (and be present to speak to donors at) H2M fundraisers and events
 - Work with Directors on grant timelines and write specific grants as needed
- Foreground H2M's mission and vision in all discussions about expenses and programming.

Imago Theatre, Portland, OR

Social Media Manager (12/18-7/23)

Assistant to Artistic Co-Directors (01/17-12/18)

Worked directly with creators and artistic co-directors of a non-profit theatre to manage office as well as created marketing plans, coordinated site visits and tours, booked front of house staff, and attended to miscellaneous needs of each theatre production.

- Managed day to day office duties, including data entry for mailing lists, donation request processing, answering phones, email communication and onsite phone ticket sales
- Coordinated and managed auditions
- Marketing duties, including coordination of print and online advertising, social media (instagram, twitter and facebook), and event calendar submissions
- School outreach and promotion for K-12 field trips and in-school assemblies
- Managed onsite tours of theatre and rehearsal spaces to potential rental clients
- Coordinated payroll processing for contract and hourly employees
- Staffed and trained front of house/box office employees for each production
- Worked closely with ticketing company to ensure ticket sale site is created, accurate and available in a timely manner

Nike Product Photo Studio, contracted through 52 Ltd, Portland, OR (9/14-04/16)

Apparel Production Coordinator

As part of the producing team, I drove the execution of premium, accurate and on-time product image creation from line plan through to retail. I worked across multiple categories using data, product, material, color and graphic information in a high volume and fast-paced production environment.

- Performed database administration, including uploading, logging and naming all images and inputting metadata for tracking and archiving
- Participated in developing, maintaining and continuously improving the digital asset workflow
- Ensured data accuracy in support of critical deadlines
- Collected and analyzed data gathered throughout the season to communicate back to stakeholders, vendors, customers and internal partners
- Conducted file backups for production and routing of assets and track assets through production
- Routed and responded to requests as appropriate via customer service systems
- Coordinated location and movement of electronic files with Customer Service and Production departments
- Ensured quality and consistency across a range of photographic artwork by evaluating condition of received client merchandise, and by digitally and physically tagging, cataloging, tracking and monitoring status of client merchandise throughout the Photo Studio process

Iridio Studio, an RR Donnelley Studio, Portland, OR (12/12-8/14)

Project Manager

Project liaison between clients, the photography and sample management teams, as well as the creative, production and pre-press teams. I led the day-to-day management and optimization of a weekly flyer for a key national retail brand, assessing and managing the client's needs, determining goals and coordinating a weekly publication. I worked closely with the designers, photographers, copywriters, traffic managers and production staff to set project milestones; created project timelines; tracked schedules and changes; and ensured all deliverable deadlines were met on time and on brand.

- Acted as primary point-of-contact for client
- Communicated with all teams across platforms (creative, photography, production and pre-press) to guarantee milestones were met
- Followed and streamlined workflow procedures and quality control to handle complex, high-volume traffic for a high-profile customer account, with minimal supervision
- Managed all weekly publication change requests through flyer life cycle, including oversight of SharePoint site, sample validation, and copy verification
- Demonstrated understanding of the development and execution of a weekly publication
- Attended and set relevant client meetings, bringing in appropriate resources from the team as needed
- Set project milestones, created weekly flyer schedules, shoot schedules, project estimates and track schedules
- Mediated pre-production meetings
- Worked with project specialist to ensure tracking and routing of aspects of the weekly publication were aligned
- Responsible for early detection of issues

Jonathan Adler, Portland, OR (7/12-11/12)

Assistant Store Leader

Managerial position overseeing day-to-day operations of retail design store.

- Assisted in the opening of the twenty-first Jonathan Adler store worldwide, working closely with visual team to create a functional showroom
- Training of sales associate team on company history, aesthetics, customer service and daily operations
- Provided in-home consultations for clients needing design assistance
- Responsible for opening and closing of store, cash handling, scheduling, stocking inventory, and the ordering of custom furniture and textile pieces

SELECT DIRECTOR/STAGE MANAGER THEATRE WORK

Hand2Mouth, Festival Director for "New2You Festival of New Works" at Portland Institute for Contemporary Art (March-April 2026)

Hand2Mouth, Director for “BANNED” at Shaking the Tree (May-June 2025)
Hand2Mouth, Festival Director for “24H2M” at NWCT’s The Judy (November 2023 & 2024)
Hand2Mouth, Director/Stage Manager “HOME/LAND” at Zidell Yards (September 2022, 2023, 2024 & 2026)
Hand2Mouth, Director for “Memento Mori” at Imago Theatre (May 2024)
Lopez Music, Director for “Voz Alta: Ahi Vamos!” at Multnomah Arts Center (May 2023)
Portland Revels, Director for “Un Pajarito Canta” at Brunish Theater (June 2022)
Hand2Mouth Theatre and Joaquin Lopez, *Director* for “Universo” (June 2019)
Opera Program at PSU, *Stage Manager* for “The Breasts of Tiresias” at Lincoln Studio Theatre (November-December 2018)
Latino Network, *Director* of “Voz Alta: Generaciones” at Milagro Theatre (July-August 2018)
13th Annual PDX Latinx Pride Festival, *Festival Director & Stage Manager* at District East (July 2018)
Crave Theatre, *Stage Manager* for “Crossing” at Shoebox Theatre (May-June 2018)
Imago Theatre, *Stage Manager* for “Hotel Gone” (November-December 2017)
12th Annual PDX Latinx Pride Festival, *Festival Director & Stage Manager* at District East (July 2017)
Imago Theatre, *Stage Manager* for “Medea” (March-May 2017)
Imago Theatre, *Stage Manager* for “Savage Love” (January-March 2017)
Imago Theatre, *Stage Manager* for “La Belle” (October 2016-January 2017)
Imago Theatre, *Stage Manager* for “Hughie” (August – September 2016)

VOLUNTEER WORK

Oregon Public Broadcasting, Portland, OR (6/15-7/20)

On-air DJ

Volunteer for opbmusic.org, an online and HD music service encouraging conversation and connection between OPB and a community of local, indie and alternative music fans.

PDX Latinx Pride, Portland, OR (6/16-6/19)

Committee Member and Entertainment Chair for Annual Latinx Pride Festival

Volunteer for Latinx Pride whose mission it is to bring the Latinx community together to share and celebrate our diverse and evolving Latina, Latino, and Latinx cultures, experiences, and identities by creating safe events for our queer and LGBTQIA+ family.

COMPUTER/VIDEO SKILLS

MAC/PC, Word, Excel, Google Docs, SharePoint, Banner (Oracle based system), internet research, social media, experience with Beta Cam, Final Cut Pro, AVID, and Photoshop

For complete non-theatre work history, please visit <https://www.linkedin.com/in/michaelcavazos/>