



# ABBEY HELFEN

## Stage & Production Manager

### About Me

Hi, I'm Abbey Helfen, a highly organized production professional with extensive experience coordinating live entertainment, rehearsals, and technical operations in fast-paced environments. I am a proven leader with strong administrative control, clear communication style, and a safety-first mindset. Adept at managing multidisciplinary teams, cue calling, and guest-focused production standards, I strive to make sure everyone feels heard and understood.

### Contact

571-340-9158  
 abbey.helfen@gmail.com  
 www.abbeyhelfen.com

### Skills - (Select)

- Stage & Show Management
- Cue Calling & Automation Oversight
- Rehearsal/Technical Rehearsal Leadership
- Entertainment Scheduling & Logistics
- Team & Performance Management
- Theatre & Venue Operations
- AV, Lighting & Audio Coordination
- Administrative & Timekeeping Systems
- Stakeholder & Leadership Liaison

### Technology

- Microsoft Office Softwares
- Adobe Systems
- Vectorworks
- Q-Lab
- EOS System Basics

### Certifications

- OSHA 30 Hour General Industry

### Work Experience - Select

#### Production Coordinator

Nov 2025 - Current

##### The TILT Group

Managed scheduling, rehearsals, and live show operations for high-volume events, serving as the primary communication lead between performers, technical teams, and leadership. Oversaw technical coordination, cue execution support, reporting, and administrative processes while maintaining safety standards, operational efficiency, and guest-focused production quality.

#### Stage Management Intern

Jun - Sep | 2024

##### Cirque Du Soleil

Assisted stage management teams in the execution of technically complex, high-risk productions, supporting rehearsals, cue tracking, backstage operations, and performer coordination. Worked within a safety-critical environment involving automation and aerial elements, contributing to precise show flow, clear communication, and disciplined production standards.

#### Stage Manager

Feb - Apr | 2024

##### Lyric Theatre of Oklahoma

Served as the primary stage manager for live theatrical productions, overseeing rehearsals, cue calling, and backstage operations to ensure consistent, high-quality performances. Coordinated performers, creative teams, and technical departments while maintaining schedules, safety standards, and clear communication in a fast-paced, performance-driven environment.

### Education

#### Oklahoma City University

2020-2024

**Bachelor of Fine Arts in Design & Production**  
Emphasis in Stage & Production Management

### References

#### Nancy David

The TILT Group  
Production Manager

**Phone:** 123-456-7890

**Email:** nancy.david@thetiltgroup.com

#### Julie Maury

Cirque Du Soleil - Mystère  
Production Stage Manager

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