



TRAMAINE RAY

CASTING ASSOCIATE

PROFILE

Highly effective and creative Casting Associate with proven experience in casting. Track record of success in delivering high-quality results while effectively meeting strict deadlines and expectations. Dedicated to building positive relationships. Bringing forth a passion film, TV, and theatre by serving as a knowledgeable and effective Casting Associate.

CONTACT

PHONE:
(901) 859-5953

EMAIL:
tray670@gmail.com

Additional Skills

Communications
Writing
Producing
Venue Management
Active Listening & Learning
Volunteer Management
Organizational Development
Critical Thinking

EDUCATION

Austin Peay State University

Bachelor of Science, Communication Arts

Clarksville, Tennessee, May 2007

Microsoft - Word, Excel, PowerPoint, Outlook • Zoom • Canva • Various Social Media Platforms

CORE COMPETENCIES

- Strategic Planning • Problem Analysis & Resolution • Creative Thinking
- Cultivating Relationships • Process Improvement

RELEVANT EXPERIENCE

Assistant Stage Manager/ Production Assistant/Light Board Operator/Box Office Associate | Hattiloo Theatre, Memphis, TN | 02/2018 – 03/2020

- Helped to setup the rehearsal space and kept it maintained
- Acted as a stage manager and took notes during rehearsals
- Reading cue lines or prompting actors during run-throughs
- Operated the lighting control system for specific productions
- Responsible for turning on and booting up computers
- Follow cues from stage managers during active performances
- Administered all incoming phone calls and booked required admission tickets
- Identified and resolved any ticket issues in a professional manner
- Prepared sales journals to balance all cash

Produced Stage Play “Chasing Me” | Tramaine Ray Productions, Memphis, TN | 02/2018 – 10/2018

- Wrote, produced, directed stage play *Chasing Me* with a budget of \$5k
- Created outreach activities to gather actors and coordinated auditions.
- Coordinated pre-production and post-production operations
- Developed budgetary plan to ensure the performance's success
- Responsible for negotiating contracts in all aspects of the production
- Responsible for setting expectations for production team and actors
- Managed the volunteer needs
- Oversaw the construction and installation of all physical sets
- Financed venue, musicians, stage management, light and sound operator, stagehands, and actors through donations
- Recruited staff of twenty, including actors, to assist with the production
- Coordinated six weeks of rehearsals before day of show
- Designed marketing materials such as flyers and tickets and creative design of webpage
- Insured proper loading of performance materials

Two hundred people attended the stage play first debut on July 14, 2018 at the Buckman Performing Arts Center. The theatre held three hundred seats. There was an encore show October 6, 2018

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Coordinator, Administrative Operations & Solutions | ALSAC, St Jude Children's Research Hospital, Memphis, TN | 08/2017 – 01/2020

- Identified the managers' requirements and expectations for each event
- Liaised with vendors during the event planning process to ensure everything was in order
- Book venues, entertainers, photographers, and scheduled speakers
- Manage all event set-up, tear down and follow-up processes
- Conduct final inspections on the day of event to ensure everything was of superior quality
- Assess an event overall success and submit final wrap up
- Scheduled and coordinated meetings, interviews, and travel arrangements for Executive leadership
- On boarded new hires and requested all IT access and equipment
- Source venue and vendors for meetings and events

Master Control Operator | Olympusat, West Palm Beach, Florida | 06/2014 – 10/2015

- Monitored network transmission for quality control
- Troubleshoot equipment malfunction
- Submitted a detailed shift report
- Executed and generated playlist automation system
- Coordinated with engineering team regarding technical issues
- Trained and onboarded new hires
- Ensured that all commercials, promos and, graphics aired as scheduled

Studio Camera Operator | WPTV News Channel 5, West Palm Beach, FL | 01/2014 – 6/2014

- Operated studio cameras and teleprompters for live broadcast
- Checked and monitored anchor's microphone
- Followed the director's cues and assisted as necessary
- Maintained studio resources and quality
- Adjusted studio lighting appropriately
- Ensured proper operation of equipment by maintaining inventory, and arranging repairs