

# Emma Perch

Project Manager

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## Education

University of North Carolina

School of the Arts (UNCSA)

Bachelor of Fine Arts,

Lighting Design and

Technology Class of 2025

## Skills

- Budgeting
- ETC EOS Family
- Current RMS Inventory
- Vectorworks 2D & 3D
- Microsoft Office
- Google Suite
- OSHA 10 Certified
- Valid Passport and Driver's License

## Experiences

### Include

- Production Electrician at Southeastern Summer Theatrical Institute
- First Electrician at Spoleto Festival

### Production Management Intern - PRG

May 2025-Aug 2025

- **Project Oversight:** Supported concert touring and one off productions from bid to delivery, gaining hands-on experience with production workflows.
- **Financial Tracking:** Assisted in budget creation and expense tracking, analyzing the financial impact of project decisions.
- **Team Collaboration:** Worked with VPs, Project Managers, and Sales Coordinators across departments to understand full production operations.
- **Problem-Solving:** Investigated budgets and other's paperwork to find errors and worked on how to fix them. Communicated the issues to the manager's assigned to the project.
- **Technical Skills:** Applied Excel and internal software tools to manage documentation and track project performance.

### Photona Production Manager - UNCSA

Apr 2024-Dec 2024

- **Project Oversight:** Managed the annual lighting show of 300+ intelligent fixtures from concept to completion, overseeing all phases from planning to execution.
- **Team Coordination:** Led a team of student designers and technicians, assigning tasks, setting deadlines, and ensuring clear communication between team members.
- **Scheduling:** Created detailed project timelines and schedules, coordinating rehearsal times, equipment setup, and performance runs to ensure timely delivery.
- **Problem-Solving:** Identified and addressed potential issues proactively, implementing solutions to mitigate risks and ensure smooth project execution.
- **Documentation:** Maintained comprehensive project documentation, including design notes, equipment inventories, and post-project evaluations.

### Electrics Shop Foreman - UNCSA

Mar 2024-Oct 2024

- **Scheduling:** Coordinated weekly schedules for the current group of students in the shop between the shop and current shows out
- **Resource Allocation:** Oversaw the procurement and inventory management of tools, materials, and equipment, ensuring the shop was well-stocked and all resources were used effectively.
- **Quality Control:** Inspected completed work for adherence to design specifications and safety standards, making adjustments as needed to meet project requirements.
- **Training & Development:** Conducted training sessions for first-year students on shop safety protocols, equipment usage, and production techniques, fostering a skilled and knowledgeable team.

## Eric Rimes

Previous Director of Lighting  
University of North Carolina  
School of the Arts  
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## Ben Wolfe

Executive Producer  
Southeastern Summer Theatrical  
Institute  
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## Brandon Bagwell

Lighting Faculty  
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