



# ZACHARY HEDNER

## PROFESSIONAL RESUMÉ



### PERSONAL PROFILE

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Theatre is my passion and my life's calling. I am a professional theatre actor, commercial actor, stage director, and producer. I am very passionate about creating high-quality and beautiful theatre that is inclusive and accessible for all people. I strive to increase my skills in order to grow both personally and professionally. I am efficient, thorough, detail-oriented, and thoughtful in all that I do.

### CONTACT

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### EDUCATION

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University of Northwestern  
B.A. Theatre (Minor in Music)

### WORK EXPERIENCE

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#### **Arts Consortium of Carver County, Executive Director**

SEP 2021 - CURRENT

- Manages a 501(c)3 non-profit, budgets, events, exhibits, shows, concerts, festivals, galleries, and an art store.
- Executes of mission and organization vision.
- Oversees grant writing, fundraising, membership, master calendars, board documents, and organization planning.

#### **Triple Espresso, Associate Producer**

OCT 2019 - CURRENT

- Manages touring productions, locations, planning, logistics, and operations of Triple Espresso. Including upcoming Broadway Asia tour.
- Oversees quality, and production caliber.
- Maintains equipment, sets, and properties.

#### **Life Time Inc, Finance Specialist**

OCT 2018 - MAY 2020

- Handled daily operations in Accounts Payable, Accounts Receivable and additional support for Business Services, and Media & Events.
- Vendor Relations & Communication
- Invoices Reconciliation, Contracts, Processing Payments, Creating & Mailing Checks, and Detail Oriented Project Management.

#### **4 Community Theatre, Board Member**

JULY 2017 - CURRENT

- Assisted in hiring, budget, logistics, operations, and grant writing since 2017.
- Spearheaded a COVID-19 initiative to engage with our audiences safely. This includes a virtual cabaret series, an outdoor one-act festival, and strict COVID-19 guidelines and regulations for future productions.

#### **Chaska Valley Family Theatre, Vice-President**

MARCH 2020 - MARCH 2022

- Chair of the Grants & Fundraising Committee, Vice-Chair of Season Selection & Hiring Committee, and Vice-Chair COVID-19 Programming Committee.

**For additional theatrical experience please visit my website at [www.zacharyhedner.com](http://www.zacharyhedner.com)**