



Michael-James Garfield, CAPM

Entertainment Project Manager

+1 832 419-1210

mjgg@michael-jamesgarfield.com



SKILLS

Professional

- Accurate Data Entry
- Budget Tracking
- Conflict Resolution
- Resource Coordination
- Time Management
- Project Management
- Valid Passport & Driver's License
- Venue & Travel Coordination

Technical

- Theatrical Production & Operation
- Event Production & Operation
- Theatrical Lighting & Audio
- Hand & Machine Sewing
- Cue Calling to Music

Software

- Microsoft Office Suite
- Google Docs
- AutoCAD
- QLab
- Adobe Photoshop
- Oracle Fusion
- Salesforce

CERTIFICATIONS

- OSHA 30 - General Industry
- OSHA

Certified Associate in Project Mgmt.

Project Management Institute

CPR/AED/First Aid

American Red Cross

PROFESSIONAL EXPERIENCE

Project Manager - Operations

Hargrove from Encore

2022 - Present

- Oversee project planning and execution, including pre-show planning, budget estimation, inventory evaluation, equipment rentals, and asset preparation for shipment
- Coordinate logistics and transportation, including truck loading, show site installation, dismantle, and warehouse asset recovery.
- Manage project schedule, labor requirements, and union personnel allocation in support of the scope of work.
- Ensure compliance with safety protocols and provide post-show evaluation and recommendations.

Project Coordinator

PRG Scenic Technologies

2021 - 2022

- Supported the planning and execution of entertainment projects in markets including theatrical productions, corporate events, trade shows, concerts, and permanent installations.
- Coordinated work performed by subcontractors, from quote solicitation to material delivery and payment tracking.
- Sourced materials and tracked inventory in partnership with procurement and receiving teams.
- Compiled lists of client-bound assets and supervised union crew responsible for loading fabricated scenery onto trucks.
- Arranged transportation and accommodations for employees traveling to site venues for installation, maintenance, and dismantle.

Production Stage Manager & Project Lead

SeaWorld Parks & Entertainment

2017 - 2020

- Managed installation, rehearsal, and operation teams for 17 theatrical productions, educational demonstrations, and park-wide events.
- Oversaw transition from theatrical to educational programming coordinating stakeholder expectations, identifying project milestones, producing schedules, and managing expenses.
- Produced and organized standard operating procedures and track sheets to ensure event quality was upheld to the highest standard.
- Overhauled the development, training, and scheduling of safety inspections and associated record-keeping to maintain theatrical equipment and venue infrastructure.

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EDUCATION

Theatre Arts

Bachelor of Arts

Baylor University

Tech Management Certificate

Stagecraft Institute of Las Vegas

Hospitality & Tourism Management

Executive Certificate

Florida Atlantic University

REFERENCES

References Available Upon Request

Stage Manager

SeaWorld Parks & Entertainment

2016 - 2017

- Rehearsed and operated show and event products including stunt shows, firework displays, and musical performances.
- Coordinated performer staffing and rotations for 50+ team members.
- Delivered feedback to performers, technicians, and management including creative notes and performance evaluations.
- Created production books and updated SOPs to ensure venue safety and performance quality.

Stage Manager

Dialogues on Grace produced by 14 Pews

2016

- Managed artistic and production elements for a workshop performance featuring a cast of four and a live cellist.
- Coordinated with director and playwright to track and distribute script changes.
- Annotated blocking, distributed line notes, and lead vocal warm-ups.
- Programmed audio and projection elements using Qlab.

Assistant Stage Manager

EMPIRE by Spiegelworld - North American Tour

2015 - 2016

- Operated two deck tracks and called technical elements for a touring production of a cabaret-style circus show.
- Supervised technical crew during load-in/out and tent construction.
- Oversaw banking, immigration, and personnel documents for company travel.
- Supported artist training, organized catering, and filed financial reports.
- Coordinated logistics and execution for media events.

Rehearsal Stage Manager

ABSINTHE TOUR LE MONDE by Spiegelworld

2015

- Supported rehearsals for cabaret-style circus production in preparation for an Australian National Tour.
- Compiled blocking annotation and technical notes for PSM.
- Supported rehearsals with audio playback, video recordings, and transportation of artist equipment.

Stage Management Intern

Zumanity by Cirque du Soleil

2014

- Observed artist training, maintained archival performance footage, and operated deck tracks for a cabaret-style circus show.
- Created and distributed daily and weekly schedules with guidance from GSM.
- Assisted with the integration of new artists during the refresh process, and management of related media.
- Shadowed other productions produced by the company in Las Vegas.