

Ellen C. Schaaf

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Education

Washington University in St. Louis (Current Cumulative GPA: 4.0)

Master of Arts in Theater and Performance Studies

Expected Graduation: May 2025

Grants: Bauer Leadership Center Grant to Study Regional Cultural Leadership

Lehigh University, Bethlehem, PA (Cumulative GPA: 3.97/4.0)

Bachelor of Arts

Majors: Economics, Theatre

Minors: Psychology, Business

Theatre Coursework: Advanced Directing, Costume Construction, Design for the Theatre, Lighting Design, Acting; Dramatic Action; Theatre History

Economics Coursework: Microeconomics, Macroeconomics, Econometrics, Statistical Analysis, Consumer Choice, Marketing, Microfinance

Publications: “Tourism in Peru: Meeting the Future;” Cited by the government of Peru in an application to the World Bank for \$100 million in project funding

Honors: Departmental Honors: Theatre; Phi Beta Kappa; Omicron Delta Epsilon; President’s Scholar; Martindale Student Associate

Awards: 2018 Williams Prize for Theatre (Directing): Betrayal; Williams Prize for Writing: Economics (2018); Strohl Summer Research Grant Recipient (Summer 2016)

- Developed and completed a fully funded, \$4,200 supervised research study utilizing narrative building, memory paradigm research, and computerized survey software responses from 40 students to examine the effect of impulse buying, shame and regret on motivated forgetting.

Selected Professional Experience

Performing Arts Department Production Committee Member

Aug. 2024 – Present

- Assist committee with 2025-2026 season selection process through play suggestions and commentary; collaborate with committee to decide rehearsal and production schedules; represent graduate and undergraduate student interests and concerns; review and reform production practices

Performing Arts Department Production Assistant

Aug. 2024 – Present

- Assist with cabling, wiring, fixture installation, programming, and lighting focus for all PAD productions
- Work in collaboration with Edison Theater professional and student staff to ensure all production needs are met for PAD and student shows

St. Louis Shakespeare Festival House Management Intern

May 2024 – June 2024

- Executed seating changes; facilitated parking operations; assisted box office manager and volunteer coordinator as needed; managed nightly performances with other interns to deliver a safe, enjoyable evening for all patrons with the House Management team

- Answered private patron questions and resolved patron complaints during festival shifts; assisted with events set up and fostered continual relationships with patrons each night
- Supported load out at the conclusion of *As You Like It*

Washington University in St. Louis Performing Arts Department Office Assistant

Aug. 2023 – May 2024

- Created content for Department social media accounts and community marketing materials through collaboration with fellow staff members and students
- Facilitated visiting scholar travel and colloquia and coordinated with partnering University departments to promote events and foster cross-discipline engagement
- Hosted accepted TAPS graduate students over a 72-hour period; introduced them to the WashU community, TAPS faculty, and St. Louis at large; answered accepted students' questions on coursework and student life; planned travel and full itinerary, leading to 83% of accepted students accepting their offers of entry for the 2024-2025 school year

Office of First-Year Experience Assistant, Lehigh University

April – Aug. 2018

- Planned, coordinated, and led three-day Discover Lehigh pre-Orientation program for 18 students and three student leaders on \$4,500 budget
- Trained and organized roles for 40+ pre-Orientation student leaders
- Recruited seven Lehigh Valley improvisational comedy troupes to perform a multi-hour event on a week's notice to cover cancelled pre-Orientation social event

Skills

BUSINESS:

- Data Analytics
- MS Office
- Budgeting
- Marketing
- Merchandising
- Content Creation
- STATA
- Qualtrics Survey Platform
- Adobe Acrobat
- Adobe Photoshop
- Canva

SOFT/INTERPERSONAL:

- Event Planning
- Public Relations
- Recruitment
- Spanish (A2)
- French (A2)

THEATRE:

- Directing
- Acting
- Casting
- Design for the Theatre
- Lighting Design
- Scene Study
- Ensemble Building
- Textual Analysis
- Dramatic Action
- Reading Music
- Costume Construction