
Kira (Kip) McElvany

Creative Production Assistant

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SUMMARY

Passionate creator with experience in creative writing, stagecraft, film and music production. My areas of interest include topics of storytelling, pop culture, collective psychology and worldbuilding. My work has been published in *Chroma Magazine* and I have organized multidisciplinary community showcases for 5 years. Currently, I publish poetry and comedic content on social media with a small following. I am seeking an independent position in the entertainment field to develop my professional portfolio through using my creative and technical experience, community engagement and content creation skills.

EDUCATION

University of Toledo, Toledo, OH - *College of Arts and Letters, College of Engineering*

August 2016 - February 2021

GPA: 3.5, Working towards Bachelors Degree

Toledo School for the Arts, Toledo, OH - *Visual Arts, Creative Writing*

August 2009 - Mau 2016

GPA: 3.7, High School Diploma

Yellowbrick.co, NYU | TISCH - *Film & TV Essentials*

January 2022 - December 2022

NYU Film and TV Industry Essentials Certificate

EXPERIENCE

Live Nation Entertainment, St. Andrew's Hall, Detroit, MI - *Stagehand & Production Assistant*

November 2022 - PRESENT

- Engaging with production crews upon arrival to establish a plan of action in preparation for live event, aiding in execution from load-in to live show to tear down
- Unload and load all tour equipment with orderly knowledge of stage set-up, facilitating act change overs
- Instituting backline production quality with audio and lighting engineers, both in-house and touring

Rhino Staging Company, Detroit, MI - *Stagehand*

March 2022 - PRESENT

- Performing Load-In, Set Up and Load-Out of stage, lighting and sound equipment for large touring events, ranging from college campuses to arenas
- Using proper safety protocols with all related aspects to production including rigging and loading, power tools and proper PPE
- Communicating and working closely with Production Managers to ensure tasks are done to the specifications needed for each production

Mechanism, Mobility and Multifunctional Design Laboratory, University of Toledo, OH - *Research Assistant, Dr. Brian Trease*

September 2017 - December 2018

- Responsible for creative direction in laboratory presentations and launches, applying elements of engineering and artistic design to prototype deployable solar structures
- Integrating SolidWorks CAD software and 3-D printing, producing technical writing reports of prototyping and testing
- Designed a laboratory logo and business card. Regularly collaborated in team meetings to strategize goal launching, vision fulfillment, and research and development timelines.

Toledo Museum of Art, Toledo, OH - *Visitor Engagement, Student Apprenticeship*

October 2018 - January 2019, October 2015 - January 2016

- Overseeing day-to-day visitor logs of limited museum exhibitions. Informing patrons of current works, events and special programs
- Advocating and developing programs and events to promote diversity of patrons and visitor experience
- Coordinating with security and facilities team to ensure proper operations and standard of excellence

Toledo School for The Arts, Toledo, OH - *Gallery Intern*

October 2014 - July 2016

- Responsible for arranging and installing works of art by local artists each month. Coordinating with artists to bring visions to life, ensuring optimal showcasing of their work. Use of aesthetic and technical lens to determine proper hanging and lighting
- Representing and promoting the school to potential donors and students, informing prospects of our mission, current events and community involvement during gallery openings and tours
- In 2016, I showcased my capstone project, a multimedia photography and poetry installation for public viewing titled, *Framed In Time*

KEY ACHIEVEMENTS

Yellowbrick Learning, NYU | TISCH Film & TV Essentials Course - *Certificate of Completion (2022)*

Completing the online course curriculum covering film history, screenwriting, production and distribution. Some of my achievements in this class included a photo essay called *Paradise Is Very Fragile*, and completion of a storyboard, full script and an electronic press kit for a short film. My capstone project for this class is a self-directed and produced film, *Convene*.

Toledo Museum of Art, Toledo, OH - *Teen Leaders (2015-2016)*

Apprenticeship where I collaborated with peers, artists, and TMA staff to create content and programs designed for the teen age group. Played integral role in developing the “PlaySpace”, now a permanent installation at TMA, a space for intergenerational audiences to explore creativity through hands-on activities. The Teen Leaders create youth-focused events, also known as (Y)our Nights. In 2019, the Teen Leaders program was awarded “Best Education Outreach Program” by the Ohio Museums Association.

Vintage Clothing Online Sales, Depop Ltd. - *Self Employed (2015-Present)*

Curating a personal collection of vintage items for resale through Depop’s online platform. Modeling and photographing clothing and accessories to create a visual engagement with buyers, along with handling packaging and shipping. Descriptions for each item include materials, measurements, era or niche of fashion and how it may be styled according to season or occasion. I have accumulated approximately 400 followers and \$1.2K in sales in the past 2 years.

PERSONAL REFERENCES

Mark Levin

Supervisor, St. Andrew’s Hall (Live Nation)
773-414-9884 | MarkLevin@livenation.com

Lydia Horvath

Art Teacher, Toledo School for the Arts
jlongacre@ts4arts.org

Noelle Roerig

Collaborator, SausageBurp Second Hand
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