

# KEATON SHAPIRO

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## EXPERIENCE

### STAGE DIRECTORS AND CHOREOGRAPHERS SOCIETY

New York, NY

#### Executive Assistant

August 2023 - December 2023

Assistant to the Executive Director of the union representing stage directors and choreographers and member of the President's Committee on the Arts and Humanities. Acted as liaison for the Board of Directors and ran monthly board meetings.

### ALL OF US FILMS

New York, NY

#### Executive Assistant/Production Coordinator

March 2022 - June 2023

Assistant to the President and Owner of a small film production company, working with nonprofit clients in education, environment, social & racial justice, and human rights. Worked with staff to manage scheduling, client communication, feedback processes, on-set production, budgeting, and timelines. Served as Associate Producer and Lead Producer on projects where needed. Filled production roles as needed.

### Office of Rep. Raja Krishnamoorthi (D-IL)

Washington, DC

#### Legislative Intern

June 2021 - December 2021

Worked directly with Legislative Director and Chief of Staff. Researched and drafted memoranda on topics including USPS reform and e-cigarette legislation. Communicated with constituents. Facilitated events including a Diwali celebration hosted with the Ambassador to India.

### House Committee on Oversight and Reform

Washington, DC

#### Legal Intern, Subcommittee on Economic and Consumer Policy

Spring 2021

Researched and drafted memoranda in consumer protection areas including organ procurement, children's digital media, and privacy laws. Drafted letters to be sent to federal agencies and corporations. Analyzed and organized data for a variety of Subcommittee investigations.

### Buck's Rock Creative and Performing Arts Camp

New Milford, CT

#### Assistant Director/Stage Manager

Summer 2017, Summer 2021

Worked as stage manager and show runner with children ages 11-17 to put up musicals and plays both onstage and online.

### HUMANITAS PLAY LA Workshop

Los Angeles, CA

#### Festival Producer and Program Coordinator

October 2017 - August 2019

Produced new play festival consisting of new play readings panel discussions. Oversaw festival operations, including budgets and purchasing, marketing, and mailings. Interfaced with overhead organization, producing partners, playwrights, actors, and staff. Served as dramaturg in conversation for new play development.

### Nice Fish with Interact Theater Company

Los Angeles, CA

#### Producer

November 2017 - March 2018

Oversaw working actions by creative and production team. Managed communication with venue. Ran meetings with all members of production.

### The Wooster Group

New York, NY

#### Technical Intern

Summer 2016

Prepared stage for rehearsal and performances. Filmed rehearsals and recorded rehearsal notes. Packed materials and set pieces for tour.

### Scotch'n'Soda Theatre

Pittsburgh, PA

#### Managing Director

May 2016-2017

Managed finances and purchasing. Handled contracts, billings, and rights. Advised and passed budgets for shows and company. Served on Board of Directors. Aided in season planning. Voted on company initiatives. Served as a producer for each production in the season.

### Technical Crew

Summer 2015

### REDCAT

Los Angeles, CA

Prepared stage and props for performances. Ran video cues. Organized work spaces for ease of use. Executed tasks with ease and efficiency.

## EDUCATION

### Bar Admission

Passed New York State, February 2023, *admittance pending*

### The George Washington University Law School

Washington, DC

#### Juris Doctor

May 2022

Activities: Law Revue (Director, 2021-22; Co-Producer, 2020-21), Art Law and Entertainment Society (2L Representative, 2020-21)

### Carnegie Mellon University

Pittsburgh, PA

Bachelor of Humanities and Art in Linguistics and Drama

May 2017

Honors: Humanities Scholars Program, University Hon., College of Fine Arts Hon., Intercollegiate Hon., Senior Leadership Award

Thesis: *Malefaction: A Reflection on Mediation and Abuse Through Love Poems and Dance*

Activities: Scotch'n'Soda Theatre (Managing Director, 2016-17), Orientation (OC, 2016-17), Fringe, The Tartan Newspaper (Writer, 2016-17)