

CARA CONSILVIO

Film, Stage, Teaching and Administrative Experience

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STAGE (Partial List)

| | | | |
|------------------------------|-----------------------------|-------------------------------|--------------------------|
| Stage Director | The Last American Hammer | Opera Grand Rapids | February 2023 |
| Stage Director | Cendrillon | Cleveland Institute of Music | October 2022 |
| Stage Director/Choreographer | The Sound of Music | Charlottesville Opera | July 2022 |
| Stage Director | I Give You My Home | Guerrilla Opera | June 2022 |
| Stage Director | Glory Denied | Opera Naples | March 2022 |
| Stage Director | Il Trovatore | Opera In The Heights | November 2021 |
| Stage Director | Scalia/Ginsburg | Chautauqua Opera | July 2021 |
| Stage Director | Our Trudy | Ad Astra Music Festival | June 2021 |
| Stage Director | Second Nature | Opera Grand Rapids | May 2021 |
| Stage Director | Scalia/Ginsburg | Opera Carolina | March 2020 |
| Stage Director | Kassandra/The Leader | Opera in the Heights | February 2020 |
| Stage Director | For the Love of Friends | Hup! Productions | January 2020 |
| Stage Director | The Elixir of Love | Piedmont Opera | March 2019 |
| Stage Director | The Threepenny Opera | Syracuse Opera | April 2019 |
| Stage Director | The Elixir of Love | Piedmont Opera | March 2019 |
| Stage Director | An American Dream | Anchorage Opera | February 2019 |
| Stage Director | Suor Angelica | Tri-Cities Opera | November 2018 |
| Stage Director | Inheritance | World Premiere at UCSD | October 2018 |
| Stage Director | Dialogues of the Carmelites | Loyola University, NOLA | March 2018 |
| Stage Director/Choreographer | The Merry Widow | The Hartt School | February 2018 |
| Stage Director | After Life | Loyola University, NOLA | January 2018 |
| Stage Director | Glory Denied | Tri-Cities Opera | November 2017 |
| Stage Director | Hydrogen Jukebox | Chautauqua Opera | July – August 2017 |
| Stage Director/Choreographer | Street Scene | Loyola University New Orleans | January 2017 |
| Stage Director | Hansel and Gretel | Tri-Cities Opera | November 2016 |
| Producer | NEA Opera Honors Ceremony | NEA/OPERA America | June 2011 – October 2011 |

FILM, VIDEO & MEDIA

| | | | |
|-----------------------------|-----------------------------|------------------------------|-------------------|
| Producer/Director/Writer | For The Love of Friends | Hup! Productions | 2019-2023 |
| Director | Penny | Opera Grand Rapids | 2021 |
| Director/Editor | Bernadette's Cozy Book Nook | Fort Worth Opera | 2021 |
| Director/Editor | Light Shall Lift Us | OPERA America | 2020 |
| Co-Writer/Director/Producer | Dry (SHORT) | Hup! Productions | 2019 |
| Executive Producer/Co-Story | Camp Wedding | MINORapocalypse | 2019 |
| Director/Producer | 40th Anniversary Videos | American Composers Orchestra | 2018 |
| Director/Producer | New Works Forum Videos | OPERA America | 2016 – 2017 |
| Writer/Director/Producer | C.I.T. (SHORT) | Hup! Productions | 2016 |
| Producer | Bowes Academy (SHORT) | MINORapocalypse | 2013 |
| Supervising Producer | OPERA America Songbook CD | OPERA America | Summer 2012 |
| Producer | National Opera Center | OPERA America | 2012 |
| Producer | NEA Opera Honors Videos | NEA/Opera America | 2009, 2010 & 2011 |
| Producer | Jazz Masters Videos | NEA/Jazz at Lincoln Center | 2011 & 2013 |

ARTS ADMINISTRATION

The Atlanta Opera

Atlanta, GA

December 2022 – June 2023

New Works Administrator (Seasonal Position)

- Produce the 96 Hour Opera Project, a competition for BIPOC emerging librettists and composers
- Oversee the contractual and development process for commissions of New Works

OPERA America

New York, NY

May 2009 – December 2015

Producer, New Works Forum concerts and videos

Nov. 2013 – Dec. 2015

- Organized and oversaw all logistics for producing 15 short videos and a series of concerts
- Researched and booked travel arrangements for hotels, airline tickets, and ground transportation
- Managed and maintained complex production calendars, itineraries, and production timelines
- Organized and compiled all incoming invoices from contractors and ensured timely payment
- Created budget spreadsheets summarizing anticipating costs and tracking actual expenses as they occur
- Hired and supervised teams of videographers, editors, transcribers, stage managers and crew

Artistic Services Manager

June 2012 – February 2013

- Served as supervising producer for an album recording. Responsibilities included:
 - Renting a recording studio
 - Hiring an engineer
 - Complex scheduling to record 47 songs in three weeks with over 100 artists
 - Writing, negotiating and executing contracts for all artists
 - Creating and implementing the production timeline, CD production and iTunes release
 - Writing the copy for the CD booklet and overseeing design
 - Assisting in the creation of a website promoting the album
- Produced 3-to-6 monthly events by:
 - hiring guest speakers and panelists and performers
 - promoting the event
 - creating run scripts for each event
 - maintaining and tracking budget spreadsheets, hospitality, and coordinating technical elements

External Affairs Manager

March 2011 – February 2012

- Assisted in grant writing, foundation research and annual fund solicitation
- Assisted in all membership activities and tracked members and donors in DonorPerfect
- Solicited and fulfilled corporate and foundation sponsorships for the yearly OPERA America Conference
- Coordinated, with the President and CEO, The National Trustee Forum, a biannual series of meetings for Forum members

Producer for NEA OPERA Honors Awards Ceremony

June 2011 – October 2011

- In collaboration with the President and CEO, planned, coordinated and executed production of an awards ceremony in Washington D.C. for The National Endowment for the Arts
- Hired and managed production talent and crew, photographer, streaming team and radio broadcast team
- Wrote and executed all contracts and permissions for the ceremony participants and providers
- Planned all travel, accommodations and ground transportation for the award recipients and presenters
- Hired and managed a concierge team to coordinate a post-ceremony 100 seat dinner
- Managed RSVPs for the Supreme Court Luncheon
- Oversaw the production of the awards, banners, and set pieces
- Developed a ceremony run script and coordinated changes to this script with the National Endowment for the Arts
- Managed VIP arrivals and performances including Justice Ruth Bader Ginsberg, Chairman Rocco Landesman, Nina Totenberg
- Created and managed the VIP ticketing chart for over 400 VIP audience members who attended the ceremony
- Coordinated with the box office manager on all procedures for managing the tickets for the public
- Oversaw the press campaign and marketing plan
- Contracted and managed a large hotel block in Washington D.C.
- Coordinated radio broadcast and press interviews with the award recipients
- Wrote the program insert copy material and managed the design of the program

Producer for NEA OPERA Honors Video Tributes**(May-October in 2009, 2010 and 2011)**

- Coordinated, planned and executed production of video tributes
- Managed video team including director, images and clips licensor, researcher, editors and transcribers
- Planned and executed the shooting schedule, filming 30 to 40 interviews all over the United States per summer
- Obtained and conducting interviews with VIPs such as Stephen Daldry, Placido Domingo, Philip Glass and Van Cliburn
- Managed the travel budget and location budgets and made all the travel arrangements for the team
- Coordinated post-production and delivery of all videos

Advertising Coordinator for Opera America Magazine**(September 2010– March 2011)**

- Solicited print advertisers for Opera America magazine, invoiced advertisers and tracked payments
- Supervised delivery and placement of ads to magazine designer
- Proposed and implemented the advent of online banner ads to the operaamerica.com jobs page
- Significantly increased advertising revenue from previous year

Hup! Productions LLC**Atlanta, GA****May 2015 – Present****Producer and Film Director**

- Coordination of all film production logistics including casting and hiring, equipment and vehicle rentals, union contracts and crew deal memos, craft services, locations and accommodations, insurance, and scheduling on several shorts and a feature
- Created and implemented a successful fundraising campaigns
- Currently overseeing the post-production process and team to ready feature documentary for broadcast on PBS.

ERC Consultants Inc.**Miami, FL****September 2014****Executive Presentation Skills Trainer**

- Co-delivered three Executive Presentation Skills training programs for AETNA executives in Houston, TX and Anaheim, CA

Boston University**Boston, MA****September 2014 – May 2015****Adjunct Guest Lecturer**

- Taught acting for opera singers to undergraduate, graduate and post-graduate Opera Institute students
- Directed scenes programs and one-act operas featuring undergraduate and graduate students

MINORapocalypse LLC**New York, NY****August 2012 – May 2014****Producer**

- Coordinated equipment and vehicle rentals, fundraising, hiring and casting, union contracts, permits, craft services, locations, insurance and hiring above and below the line on a \$30,000 award winning short film Bowes Academy

EDUCATION**University of California at Berkeley****Berkeley, CA****Bachelor of Arts, Dramatic Art and Dance****SUNY Fredonia****Fredonia, NY****(September 2007 – May 2010)**

Three years of post-baccalaureate work in classical vocal performance

SKILLS:

Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) DonorPerfect, Certified ERC Trainer in Executive Presentation Skills