

# JAMES FEINBERG

(858) 576-6977 home

jamesf-10@jamesf.com

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- ☞ I have managed over 35 large and small projects from initial concept to completed reality, 100% successfully finished on time and on budget, at the University of San Diego, American Repertory Theatre, and La Jolla Playhouse.

## **Education**

MASTER OF ENGINEERING in SYSTEMS ENGINEERING, *Penn State University*: Expected 8/11  
ENGINEERING CERTIFICATE, HIGHEST HONORS, *Mesa College*, San Diego, CA: 12/09

- ☞ Coursework included: Thermodynamics, Circuits, Statics, Dynamics, Properties of Materials, Physics, Differential Equations, Linear Algebra, and Calculus III. GPA: 4.0

BACHELOR OF ARTS, SUMMA CUM LAUDE, *Brandeis University*, Waltham, MA: 5/97

- ☞ Highest Honors in Theatre Arts, Minor in Computer Science

## **Professional Highlights** by relevance

PRODUCTION MANAGER, Theatre Arts Program, and

ADJUNCT INSTRUCTOR OF THEATRE ARTS, *University of San Diego*, San Diego, CA: 11/02-5/06

- ☞ Established an effective system for producing plays with Program Director and Faculty.
- ☞ Coordinated all technical aspects of 4-6 productions annually, balancing needs of 5-10 departments with competing demands for space, time, labor, and materials.
- ☞ Worked closely with each project's director to define requirements and objectives, determine feasibility, and identify achievable deliverables.
- ☞ Managed timetables for resource allocation and served as hub for all project-related communications.
- ☞ Allocated available budgets, estimated costs, and hired outside contractors.
- ☞ Led teams of up to 50 faculty, staff, and students on projects with long duration and changing requirements as well as projects conceived and executed within a short timeframe, requiring prompt, decisive turnaround.
- ☞ Developed course objectives, teaching materials, and evaluation criteria for basic and advanced technical courses.
- ☞ Taught courses, workshops, and seminars on technical subjects.
- ☞ Designed and implemented lighting, sound, scenery, and projections, and brought others' designs to fruition.

PRODUCTION MANAGER, Institute For Advanced Theatre Training, and

ASSISTANT PRODUCTION MANAGER, *American Repertory Theatre*, Cambridge, MA: 8/98-9/01

- ☞ Developed a producing system to incorporate budgets and timetables set in advance of project specifications while accommodating frequently changing requirements.
- ☞ Managed multiple simultaneous projects.
- ☞ As a member of the Production Management Team, led a production staff of more than 40 on projects spanning an average of 7-9 months, with some lasting multiple years.
- ☞ Coordinated all technical aspects of inaugural production transfer from Cambridge, MA, to Moscow, Russia, for residency at Moscow Art Theatre School.

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## PRODUCTION MANAGEMENT ASSOCIATE, *La Jolla Playhouse*, La Jolla, CA: 1/07-2/08

- ✎ Joined a large, established producing organization mid-season and quickly became a valued member of the team and a central point for information.
- ✎ Worked on Production Management team of 4 to lead a production staff of more than 75 employees on approximately 10 projects per year, spanning an average of 30 weeks from contract to completion.
- ✎ Developed new organizational procedures and documented existing policies for planning, tracking, implementing, and analyzing projects.
- ✎ Created plain language working guidelines for staff based on contract language from multiple unions and complicated collective bargaining agreements.

## FACILITY MANAGER, SHILEY THEATRE, *University of San Diego*, San Diego, CA: 11/02-8/06

- ✎ Created comprehensive policies and guidelines for clients and staff to turn around disorganized facility and regained trust of all stakeholders.
- ✎ Liaised with clients to determine how available resources could best meet their needs.
- ✎ Coordinated with multiple vendors, subcontractors, and University business units.

## WEBSITE PROGRAMMER, *Various Clients*, 1994-Present

- ✎ Create and maintain database-driven websites using PHP and MySQL.
- ✎ Serve clients ranging from *Communications of the ACM* (Association for Computing Machinery) to the Serra Mesa Community Council.
- ✎ Design W3C and ADA standards compliant sites without sacrificing form or function.
- ✎ Programming experience in C, C++, Scheme, Pascal, HTML, CSS, and Javascript.

## TECHNICAL DIRECTOR and LIVE MUSIC ENGINEER, *WBR5-FM*, Waltham, MA: 1994-97

- ✎ Responsible for all technical aspects of continuous broadcasts 24 hours a day, 365 days a year.
- ✎ Implemented transmitter replacement, antenna refurbishment, and broadcast studio overhaul.
- ✎ Planned and supported extensive remote broadcasting operation.

## **Additional Strengths and Skills**

- ✎ Draft using VectorWorks and Pro/ENGINEER CAD software and by hand.
- ✎ Create construction plans from concept drawings; build finished product from plans.
- ✎ Expert in Microsoft Office suite, skilled in Adobe Photoshop, comfortable on all major operating systems including Linux/Unix.
- ✎ Write polished procedures and instruction documents.
- ✎ Synthesize complex information into a concise resource for decision making.
- ✎ Make well reasoned decisions in a timely manner from available information.

## **Professional and Civic Affiliations**

- ✎ Member of San Diego chapter of International Council on Systems Engineering (INCOSE) since 2008.
- ✎ Member of Serra Mesa Planning Group since 2005, elected Vice Chair in 2008;  
Received California State Senate recognition for outstanding volunteer service to the community.