

CARSON LAMBERT (HE/HIM)

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Company Manager

Apr. - June 2025 (Contract)

2025 Drama Desk Awards (NYU Skirball Center; GM by Groundswell Theatricals)

New York, NY

- Processed all paid and comp ticket orders, and assembled an 850+ person ceremony seating board. Confirmed attendance details for 190+ nominees, coordinating all ceremony logistics with industry press/GMs.
- Mediated relations with presenter, guiding and settling all venue-end sales and box office discrepancies.

Company Management Assistant

Sept. - Dec. 2024 (Contract)

Drag: The Musical (Off-Broadway; GM by KGM Theatrical)

New York, NY

- Oversaw 550+ opening night RSVP correspondences, including proofreading over 100-seat entitlements/contract clauses, press accommodations, and assistance with a 470+ person seating board.
- Arranged 100+ comp orders and house seats per performance with New World Stages box office.
- Audited nightly STAR box office reports and distributed wraps/advance sales reports to 60+ producers and staff.

Management Associate

Mar. - Aug. 2024 (Contract)

Sharon Fallon Productions (SPELLS OF THE SEA at The Kennedy Center)

New York, NY

- Organized twelve 200+ person work session guest lists in conjunction with Off-Broadway venue managers.
- Facilitated on-site producer relations and conflict mediation spanning 3 consecutive musical work sessions.
- Managed internal GM contracting and production payroll tracking processes. Drafted and redlined AEA/IATSE/829 contracts and issued 50+ work session offer letters to both agents and performers.

Office Manager & Management Assistant

Oct. 2023 - Feb. 2024 (Contract)

Big League Productions (THE CHER SHOW and LITTLE WOMEN US Tours)

New York, NY

- Assisted CMs with workers' comp claims, city sheet preparation, and travel/catering for 2 national tours.
- Led non-union salary and deal term negotiations with 30+ agents via email and phone calls, in addition to drafting boilerplate/redlining all touring performer, IATSE crew, and management contracts.
- Prepared all touring payroll setup applications (Checks & Balances) and employee new hire packages.
- Managed all office functionality, including daily tour package forwarding and production appointments, IT infrastructure, CM onboarding, landlord relations, and keyholder management for 15+ employees.

General Management Intern

May - Sept. 2023

RCI Theatricals (HADESTOWN, SPAMALOT, & JULIET, and SHUCKED on Broadway)

New York, NY

- Assisted CMs with organizing 100+ onboarding files, internal memos, and HR resources on company websites.
- Shadowed CM performance coverage, including statement auditing/signing processes and report distributions.
- Coordinated in-office client meetings, house seat order requests, IT troubleshooting, deliveries/tour forwarding, billing/expense reconciliations, and other office-wide infrastructure systems.

Business Intern

May - Sept. 2022

Manhattan Theatre Club (HOW I LEARNED TO DRIVE and COST OF LIVING on Broadway)

New York, NY

- Reconciled all GWBOR/NAGBOR statements across 10+ general ledger accounts and \$750k in ticket revenue.
- Assisted HR with payroll check distribution and reimbursements for 400+ union and non-union employees.

SUPPLEMENTAL EXPERIENCE & EDUCATION

SUB Company Manager - Ceremonies in Dark Old Men (Off-Broadway; Peccadillo Theater Company)

May 2025

SUB Company Manager - All The Beauty In The World (Off-Broadway; GM by Groundswell Theatricals)

Apr. 2025

FOH Subscription Ticketing Manager - The Hills of California (Broadway; Manhattan Theatre Club)

Sept. 2024

Bachelor of Business Administration – St. Edward's University

Major in Digital Media Management / Minor in Theater Arts / THE BUSINESS OF BROADWAY Seminar Participant