

KAYLA MATTERS

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631-921-2302 | kaylamatters@gmail.com | www.kaylamatters.com

Trained theatre educator, director, actor, and singer with fifteen years' experience in the arts and a passion for creating inclusive learning spaces in order to explore the transformative power of theatre.

PROFESSIONAL EXPERIENCE

Programs Manager, Learning and New Works, Guild Hall

November 2024 – Present

East Hampton, NY

Created lesson plans and curriculum for and led Exhibition Tours and Workshops, created lesson plans and curriculum for and led weekly meetings of the Guild Hall Teen Arts Council, and managed all communication and payroll for members. Coordinated and managed the bi-annual Student Art Festival Exhibition, including in-school artists-in-residence. Managed the Community Artist-in-Residence program, acting as Production Stage Manager and Executive Producer. Provided administration and operations support for the Learning and New Works department: drafted agendas and meeting minutes, supported all scheduling, and tracked expenses for departmental budgets. Provided additional support for Learning and New Works programs and institution-wide programs, including workshops and residencies, Museum & Theater openings, building activations, off-site programs, and benefit events.

Director, We Are the Tigers, New York University

New York, NY

November 2023 – May 2024

Facilitated obtaining performance rights to the premiere educational production of *We Are the Tigers* over a series of months through a direct line of communication with writer Preston Max Allen and team, facilitated casting and securing performance space, organized and led cast and creative team of over twenty people, including Choreographer, Lighting and Scenic Designers, Fight Choreographer, and Intimacy Director. Created and coordinated rehearsal schedule for cast and creative team with Production Stage Manager, directed and produced show, devised blocking, assisted in music direction and choreography, designed and built all costumes and props, and managed show's social media account and all promotional materials and ticketing.

Customer Experience Manager, Bay Street Theater

Sag Harbor, NY

September 2021 – August 2023

Facilitated individual ticket and subscription sales, built all educational offerings, built and zoned performances and packages in Tessitura software, assisted in development and marketing of educational programming, developed and ran inaugural Teen Council, led week-long performing arts summer camps with teen students, handled daily patron inquiries and issues, assisted in managing theater's Twitter and Instagram accounts, operated spotlight and acted as House Manager for performances.

Theatre Director, Bay Ridge Sports and Theater Camp

Bay Ridge, NY

May 2023 – June 2023

Led staff of eight assistant directors, counselors and assistant counselors, was responsible for 50 campers ages four through fourteen, directed and produced *The Little Mermaid*, devised blocking and choreography, designed and built sets and costumes for the production, educated campers about essential theatrical terms and practices.

Educational Intern, New York Theatre Workshop

New York, NY

September 2022 – December 2022

Led students in vocal and physical warmups, assisted lead teaching artist in facilitation of group theatrical activities, blocking of original devised theatre piece, and group student engagement. Assisted students in comprehension and memorization of blocking and lines, and familiarized students with essential theatrical terms and practices.

Assistant Director and Teaching Artist, South Fork Performing Arts

East Hampton, NY

July 2021 – November 2021

Created blocking and choreography for musical theatre and dance performances including *Into the Woods*, *The Jungle Book Jr*, and *A Year with Frog and Toad*, led students in physical and vocal warmups, as well as team building exercises and games, assisted students in comprehension and memorization of lines, blocking and musical scores, and familiarized students with essential theatrical terms and practices.

THEATRICAL EXPERIENCE

Stage Manager and Executive Producer, Guild Hall

November 2024 – May 2025

Director, New York University

January 2023 – May 2024, January 2022 – April 2023

Lead Actor, Bay Street Theater

March – April 2022

Stagehand, Rider University

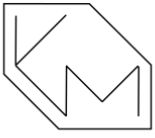
September – November 2017

Lead Actor, Rider University

January – April 2016, September – November 2014

Lead Actor, Forestburgh Playhouse

July – August 2015



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EDUCATION

B.F.A., Musical Theatre

Rider University, May 2018

M.A., Educational Theatre, Colleges and Communities

New York University, July 2024

HONORS

Dean's List Scholar, Presidential Scholar, English Honors Winner for Critical Essay Writing, Graduated Summa Cum Laude, Presented Research at 2023 NYU Educational Theatre Forum