

MAKENA METZ

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I am passionate, curious, and organized. I love to learn and am a quick study!

WORK EXPERIENCE

Chapman University, Orange, CA August 2022 – Present
Graduate Student Instructor (GSI Program)

- Designed a First Year Composition English Rhetoric and Composition class called “The Rhetoric of Belief” (systems and subjects of belief from AI to the Zodiac) and met Chapman University educational and national teaching standards for an English 103 class
- Programmed class’s syllabus and Canvas Den and taught synchronously (and asynchronously as needed) for a 16-week semester
- Taught “The Rhetoric of Belief” for an academic semester, assigned homework and major assignments, graded students, and workshopped the class through graduate class “Composition Pedagogy” while running IRB approved experiment on class
- Problem solved with students who needed accommodations and troubleshot issues with additional student and teacher feedback

Chapman University, Orange, CA August 2021 – 2022
Graduate Research Assistant to the Creative Writing MFA Program

- Coordinated and streamlined the output of information across social media platforms, including Instagram and Facebook. Reviewed social media analytics to assess success and recommend improvements for posts. Assisted in the development of social media strategies to increase followership and engagement. Managed regular social media posting schedule of event promotions.
- Compiled and researched publication opportunities, as well as staff, student, and faculty achievements for the program’s monthly newsletter. Submitted all newsletters to the program director for final approval and made necessary edits. Developed and maintained production process including content calendar to ensure newsletters are published on time. Adhered to and maintained templates and style sheets for the program’s communications.
- Worked with students and faculty to submit student accomplishments to the appropriate databases. Provided administrative support for any special projects or events sponsored by the program.

Chapman University, Orange, CA August 2021 – 2022
Writing Tutor for the Writing Center

- Reviewed and offered feedback on students’ written coursework one-to-one and in small groups. Wrote brief reports of what occurred during tutoring sessions.
- Read and used resource materials to improve writing and tutoring skills.
- Worked in both face-to-face and online tutoring environments. Created resource materials for students and tutors. Conducted writing-themed workshops with student groups.

DreamWorks Animation / NBC Universal, Burbank, CA May 2019 – November 2019
Production Secretary and Assistant, *Curious George* (TV)

- Provided admin support to the producers and directors including calendaring, rolling calls, drive-on requests, file maintenance, meeting/session prep tasks, office supply ordering, catering requests, and routine facilities requests. Managed crew moral initiatives including team events, holiday parties, and gifts.
- Assisted Exec Creative Producers and the Line Producer, Coordinators, and Managers with various projects and learned the animation production pipeline for Television Production.
- Worked on script breakdowns, storyboard conforms, script conforms, and asset management tasks. Filed and maintained the server databases.
- Prepped Voice Over Record Sessions and ADR, including scripts, talent contracts and timecards.

New Musicals Inc., North Hollywood, CA September 2018 – Present
Education and Outreach Coordinator

- Pitched a “college discount” and High School Mentorship Program to NMI and developed funding through the Helen & Jose Colton Foundation to sponsor the scholarship and program.
- Coordinated record enrollment for CORE curriculum
- Developed and coordinated Underscore: A High School Musical Theatre Writing Intensive with LAUSD and The Wallis Annenberg Center for the Arts.

The Jim Henson Company, Hollywood, CA May 2018 – September 2018
Development Intern

- Supported the President of Television and Directors of Development, Production, and Creative Affairs with full length motion pictures and television shows in development and in production
- Read a wide variety of submissions, wrote coverage, and organized extensive script database

Walt Disney Animation Studios, Burbank, CA April 2018 – May 2018
Temporary Development Assistant

- Assisted The Director of Creative Affairs as well as three Creative Executives with full length motion pictures in development and in production
- Worked with agents, managers, writers, and CE’s to coordinate creative feedback and set meetings
- Organized enormous script submission and coverage database
- Managed department calendar, schedules, rolled calls, and organized and maintained paperwork

Walt Disney Imagineering, Glendale, CA June 2017 – March 2018
Project Coordination Intern, Show Design & Production

- Worked with Executive Producers and Show Runners on *Star Wars: Galaxy’s Edge*
- Worked with Creative Producers and Coordinators on *Tokyo Disney Springs*

- Coordinated projects with mentors to facilitate creative project execution on time
- Streamlined data between external and internal show vendors, teams, and departments within Walt Disney Imagineering
- Reconciled colossal project management database Shotgun
- Organized information with other departments and worked together to accomplish a variety of tasks
- Managed spreadsheets, expense reports, budgets, intellectual property, architectural drawings, and other confidential documents

The Road Theatre Company, North Hollywood, CA

May 2017 – August 2017

Summer Playwright Festival Intern

- Read and developed scripts for the Summer Festival
- Assisted in building website, social media presence, and graphic design

Director's Lab West, Pasadena, CA.

May 2017

Production Intern

- Participated in the Lab sessions, roundtables, workshops, and performances at the Pasadena Playhouse
- Facilitated registration and maneuvered guest artists
- Set up and tore down workshop spaces
- Captured archival video and photography
- Responsible for social media presence and blog

Los Angeles Women's Theatre Festival, North Hollywood, CA.

May 2016 – August 2016

Marketing and Development Intern

- Branded the organization through a number of marketing strategies
- Organized social media platforms, newsletters, and collateral materials
- Focused on revenue-building and organizing databases
- Wrote grants and researched funding
- Collaborated on official sponsorship and membership of the festival

The Second City, Chicago, IL

May 2015 – August 2015

Production Intern

- One of four interns out of 300 applicants selected for summer internship
- Provided assistance with financial reports, budgets, and submitted expense reports
- Gave feedback to Producers on work shopped productions
- Read preproduction scripts and gave written feedback
- Assisted in managing and writing equity contracts and reports
- Organized data and attended board and legal meetings

SKILLS

SAP, Microsoft Office, iWork, Dropbox, Google Drive, Box, Shotgun, Autodesk (Revit & Navisworks), Campaign Monitor, FileMaker Pro Advanced, Skype, Bluejeans, Video Conferencing, Photoshop, Picmonkey, Wordpress Website Design, Storyboard Pro, and

Playwriting, Screenwriting, and Composing/MIDI software including Finale, Scrivner, FinalDraft, & MovieMagic6.

EDUCATION

Chapman University, Orange, CA

Sept. 2021 – May 2023

Dual Degree M.F.A in Creative Writing & M.A in English

Columbia College Chicago, Chicago, IL

Sept. 2013 – May 2017

B.F.A in Theatre Directing & Minor in Playwriting

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I am a writer for the page, screen, & stage

A proud member of DGA, ASCAP, WIA, SCBWI, & the SCL

Follow me @makenametz and find my work on [New Play Exchange](#) and [Coverfly!](#)

AWARDS & FELLOWSHIPS

- Maestra Songwriting Mentee – Maestra Mentorship Program, Virtual, 2021-2022
- NEXT Emerging Artists Fellowship – Literary Track, The Braid Theatre Company, Virtual and Santa Monica, CA 2021-2022
- Theatremachers Cohort – Alliance for Jewish Theatre, Virtual, 2021-2022
- New Voices Merit Award for *Alba and The Underworld* (book & lyrics) – New Musicals Inc., North Hollywood, CA 2021
- Participated in Mentor Circle at Netflix Animation – Women in Animation, Los Angeles, CA, 2019
- Diversity Fellow – Alliance of Los Angeles Playwrights (ALAP), Los Angeles, CA 2018
- Kennedy Center Playwriting Intensive – The Kennedy Center, Washington D.C., 2019

PUBLICATIONS

- Short Screenplay *Grow* – The Clockhouse Review, 2022
- Monologue *Reflection* – WE-US: “Monologues for Gender Minority Characters” Anthology, Smith and Kraus, 2022
- Short story *The Tea Shop* – For Page & Screen Magazine, Issue 3, 2022
- Poem *Preparing for an Interview* – Wishbone Words Literary Magazine, Issue 6, 2022
- 10-minute play *Death Bites* – “Disability Forward!” Anthology, Next Stage Press, 2022
- Poem *Family Tree* – Calliope Literary Magazine, Spring Issue, 2022
- Poem *Light Through Water* – The Tide Rises, The Tide Falls Oceanic Literary Magazine, 2022
- Poem *Arrivals* – Brave Voices Literary Magazine, 2022
- 15-minute musical *Heavy Heart* – Fleas on the Dog Magazine, Volume 8, 2021
- Short story *The Game* and pilot screenplay *Theo’s Grand Adventure* – Ouroboros Magazine, Volume 3, 2021
- Essay *Epic Storytelling in Musical Theatre* – Musical Theater Today Magazine, Volume 3, 2019

MUSICAL THEATRE & SONGWRITING

- Song “Race Against Time” (cowritten with Angela Parrish and Dan Povenmire) premiered on Disney+ and Disney Channel’s *Hamster & Gretel* – Episode 2: “Math Punch!” Disney Television Animation, 2022
- Song “On A Golden Afternoon / Follow the Rabbit,” Book & Lyrics – NY Songarts: Musical Storytelling, Society of Composers and Lyricists, Virtual Reading, 2021
- One act musical *Variations on a Theme (Park)*, Book & Lyrics – Concert Reading, Creators Program One Act Showcase, Institute for American Musical Theatre, New York, NY 2021

- Excerpts from musical *A Holiday Cycle*, Book & Lyrics – End of Play Readings, The Fountain Theatre, Dramatists Guild of America, Online, 2021
- Song *Listen to Me*, Music, Book, & Lyrics – Virtual Reverb Festival for Artists with Disabilities, Roundabout Theatre Co., New York, NY 2021

PLAYWRITING

- 10-minute play *Death Bites* – Zoom Recorded Reading, The Lincoln Center's ADA30 Celebration, Sponsored by Queen's Theatre, Queens NY, 2020
- Short story *The Game* – Staged and Recorded Reading, Gateways, Otherworld Theatre Company, Chicago IL, 2019
- Full length TYA play *Blurred: A Modern Fairy Tale* – Staged Reading, Southeast Texas Festival of New Plays, Beaumont Community Players, Beaumont TX, 2019
- 10-minute play *Death Bites* – Reading, Theatre For All Short Play Readings, Queens Theatre, Queens NY 2019

TELEVISION & SCREENWRITING

- Half hour pilot *Theo's Grand Adventure* – Screenwriter, Placed in Semi Finals and Quarterfinals, ScreenCraft Animation Competition 2020
- Feature musical *Alba and The Underworld*, Screenwriter and Lyricist – Placed in Quarterfinals, ScreenCraft Animation Competition 2020

EDUCATION

Dual Degree MFA Creative Writing & MA English
Chapman University, 2021 – present

The Musical Theatre Writers Collective Program, 2020-2021

CORE Curriculum and General Workshop, New Musicals Inc., 2018-2020

BFA in Theatre Directing and Minor in Playwriting
Columbia College Chicago, 2014-2017

Additional Classes through: The Dramatists Guild Institute, ESPA Primary Stages, Chicago Dramatists, and The Second City