

# Jessica Owens

[Owensjl2012@gmail.com](mailto:Owensjl2012@gmail.com)

**Jessica Owens** is a New York based Playwright, Dramaturg, Producer and Theatre Administrator. Writing includes *The Valkyries* (O'Neill 2020 Semifinalist)(Dixon Place, The Tank) *I LOVE NEW YORK: a found text american dream* (Dixon Place, The Tank). Dramaturgy includes: *Farragut North* (5<sup>th</sup> Floor Theatre), *The Glass Menagerie* (Pigeonholed Theatre), *I Once Found Myself in an Isolation Chamber* (The Tank), *The Pitchforks* (The Loading Dock, The Drama League), *Macbeth* (Columbia Stages), *Northern Lights* (ATHE Development Workshop), *Ascent*, and *MAY: A New Musical Fable*. Jessica has worked at institutions such as The Broadway League, Roundabout Theatre Company, The Public Theater, and Creative Artists Agency. She is a Script Reader for Roundabout, The Public, Dramatists Guild Fellowship, YouthPLAYS Publishing, Jewish Plays Project, and various other playwrighting competitions. Co-Founder of The Varsity Theatre Company and Initiative for Millennial Theatre Artists. She holds a BA from Vanderbilt University and an MA from the Royal Academy of Dramatic Arts & Birkbeck College.

## DRAMATURGY / PLAYWRIGHTING / PRODUCING EXPERIENCE

<b><i>The Valkyries</i></b> (Eugene O'Neill Semifinalist)	Playwright	59E59 (Pending Final Confirmation)	Spring 2021
<b><i>Farragut North</i></b>	Dramaturg	5 <sup>th</sup> Floor Theatre	October 2019
<b><i>The Valkyries</i></b>	Playwright/Producer	The Tank – Lady Fest Festival	August 2019
<b><i>The Glass Menagerie</i></b>	Dramaturg	Pigeonholed Theatre Company	February 2019
<b><i>The Valkyries</i></b>	Playwright/Producer	Dixon Place Lounge	December 2018
<b><i>The Pitchforks</i></b>	Dramaturg	The Loading Dock	October 2018
<b><i>I Once Found Myself In an Isolation Chamber</i></b>	Dramaturg	The Tank	Aug 2018-Present
<b><i>I LOVE NEW YORK: a found text american dream</i></b>	Co-Writer / Producer	The Tank	July 2018
<b><i>The Pitchforks</i></b>	Dramaturg	Drama League Residency Reading	April 2018
<b><i>I LOVE NEW YORK: a found text American dream/nightmare</i></b>	Dramaturg/Producer/Script Consultant	Dixon Place Mainstage	January 2018
<b><i>Macbeth</i></b>	Dramaturg	Columbia Stages at The Connelly Theater	April 2017
<b><i>Northern Lights</i></b>	Dramaturg	American Theatre in Higher Education: New Play Development Workshop	August 2016
<b><i>Ascent</i></b>	Dramaturg	John DeSotelle Studio	September 2016
<b><i>May: A New Musical Fable</i></b>	Dramaturg / Producer	The Varsity Theatre Company (Workshop/Staged Reading)	November 2015

## ARTISTIC/LITERARY EXPERIENCE

### Roundabout Theatre Company

New York, NY

*Script Reader*

02/2017-Present

- Reading scripts and attending readings on behalf of Roundabout's Literary Department. Writing coverage and attending Literary Department Meetings to discuss potential plays for Roundabout Underground productions and various Roundabout Reading Series.

### The Public Theater

New York, NY

*Script Reader*

05/14 - Present

- Reading submitted scripts and evaluating them by submitting play reports, including being involved in the Emerging Writers Group selection process.

### Playwrights Realm

New York, NY

*Script Reader*

2020

- Reading submitted scripts and evaluating playwrights for inclusion in Scratchpad Readings Series

### YouthPLAYS

New York, NY

*Script Reader*

04/19 - Present

- Reading submitted scripts and evaluating them by submitting play reports to YouthPLAYS publishing service. Making recommendations as to which plays should be accepted for licensing.

### Dramatists Guild Foundation Fellowship

New York, NY

*Script Reader/Application Reviewer*

2018 & 2019

- Reading scripts, writing coverage, and recommending how to proceed with the play.

### Kitchen Dog Theatre – New Works Festival

Dallas, TX

*Script Reader*

2016, 2017, 2018, & 2019

- Reading scripts, writing coverage, and recommending how to proceed with the play.

### Jewish Plays Project

New York, NY

*Script Reader*

2014-Present

- Reading scripts, writing coverage, and recommending how to proceed with the play.

### Initiative for Millennial Theatrical Artists

New York, NY

*Co-Founder*

11/2015 – 2018

- Founder and operator of discussion/networking group of young NYC theatre professionals.
- Finds theatre and community professionals to speak and participate in Q&As with young theatre professionals. Subsequently moderates and facilitates these discussions

### Moisés Kaufman

New York, NY

*Coverage Writer*

03/2015 – 10/2017

- Reading scripts and writing coverage on a case by case basis for the director Moisés Kaufman.

### The Public Theater

New York, NY

*Literary Intern*

09/2015–01/2016

- Reading scripts, attending readings and evaluating scripts/productions by submitting reports.
- Tracking and evaluating scripts throughout the submission process, aiding in the 2017 Emerging Writers Group selection process, and general administrative work

### The Public Theater

New York, NY

*Casting Intern*

01/2014–06/2014

- Managing mail and phones and providing administrative support to the casting department.
- Keeping track of the trajectory of actor and roles throughout the audition process
- Ensuring the accuracy of contact and availability information for agencies, managers, and performers. Creating and updating documents and spreadsheets
- Liaising between casting directors, agencies, and performers to schedule and confirm auditions.
- Preparing audition materials and schedules.

## EDUCATION

**Royal Academy of Dramatic Art & Birkbeck College**, London, UK  
MA with Distinction in Text and Performance -2013  
**Vanderbilt University**, Nashville TN  
B.A: English and History Interdisciplinary and Theatre, *Cum Laude* – 2012

## EXECUTIVE & MANAGEMENT EXPERIENCE

### **The Broadway League**

*Labor Relations Associate / Contracts Analyst*

New York, NY  
10/2018 – Present

- Coordinating Labor Union negotiations- conducting research on past practice and generating materials to assess future financial impacts of various proposals as well as maintaining detailed notes and memorializing all negotiations after they conclude.
- Providing support to Broadway Producers, General Managers and Theatre Owners on the interpretation of Union Agreements. Aide in decision making on payroll issues and generate research for grievance and arbitration hearings. Liaising with Union Representatives on various Contract interpretation issues.
- Drafting and verifying Memorandums of Agreements and Collective Bargaining Agreements.

### **Roundabout Theatre Company**

*Administration Assistant, Administration Associate*

New York, NY  
10/2016 –10/2018

- Coordinating Labor Union negotiations- conducting all research on past practice and generating materials to assess future financial impacts of various proposals as well as maintaining detailed notes and memorializing all negotiations after they conclude.
- Providing support to Department and Company on the interpretation of Union Agreements. Aide in decision making on payroll issues and generate research for grievance and arbitration hearings. Liaising with Union Representatives and LORT Counsel on various Contract interpretation issues.
- Drafting Memorandums of Agreements as well as full Collective Bargaining Agreements between Roundabout and various Labor Unions.
- Administration for the Management Department including tracking the status of labor union agreements, updating organization wide contact and procedural materials, arranging tickets, coordinating awards show logistics, and supervising Management Apprentices.
- Planning All Staff Meetings and working with members of other senior staff to administer various new Human Resources initiatives such as volunteer programs and inter- departmental committees.
- Tracking spending for Roundabout's capital improvements and working with the city's Department of Design and Construction to facilitate reimbursement of funds pledged to the Roundabout by the city.

*Assistant to the Managing Director*

01/2016 -10/2016

- Providing executive support including managing calendar, tracking expenses, drafting correspondence, screening phone calls, arranging travel, etc.
- Liaising between the Managing Director and the rest of the organization, particularly the Management, Marketing, Finance, and Audience Services Departments, all overseen by the Managing Director.
- Conducting research and generating memos and proposals for circulation to Roundabout staff and Board Members on behalf of the Managing Director
- Serving as point of contact for the Board of Directors' Investment, Audit and Budget Committees. Scheduling and set up for all Committee meetings, preparation of meeting materials, and drafting and circulation of Committee meeting minutes.

### **Creative Artists Agency**

*Executive Assistant to Theatrical Agent*

New York, NY  
07/2014 –04/2015

- Providing executive support for agent to playwrights, composers, lyricists, directors and designers, by managing heavy phone traffic, logging expenses maintaining calendars, tracking client productions and project development, and arranging travel.
- Processing licensing requests, client contracts and all client payments.
- Listening to agent's phone calls and tracking negotiation and project development.
- Helping maintain client relationships by scheduling clients' creative meetings, helping arrange tickets, preparing submission materials, and organizing client gifts.
- Maintaining an up to date understanding of the New York City, national, and international theatrical landscape in order to engage intelligently with clients, producers, and agents