

Curriculum Vitae

NAME: Susan L. High

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EDUCATION

Master of Fine Arts: Theatre - Costume Design

Illinois State University - Normal, IL

Received May 2020

Master of Business Administration: Specialization in Technical Project Management

The Citadel Military College of SC – Charleston, SC

Received August 2014

Master of Science: Theatre

Illinois State University – Normal, IL

Received May 1995

Bachelor of Science: Theatre Technical Design

Illinois State University – Normal, IL

Received May 1993

EDUCATIONAL WORKSHOPS/TRAINING

Title IX Training: (Public Law No. 92-318, 86 Stat. 235) – 2013

Family Educational Rights and Privacy Act (FERPA): (20 U.S.C. § 1232g; 34 CFR Part 99) – 2013

Darkness to Light Training – 2013

Addressing Violence in the Workplace – 2012

SkillPath: Project Management – Project Human Resource Management – 2012

SkillPath: Project Management – Project Human Resource Development – 2012

Design Process and Media Workshops Week: *Presented by : Desmond Heeley, Tony award winner for Rosencrantz & Guildenstern Are Dead, April 1995*

HONORS & AWARDS

National Award for Design Excellence in Costume Design Honorable Mention 2020

The Kennedy Center American College Theatre Festival

Red Hot Chicago Designer Showcase at Navy Pier 2001

Sponsored by the Chicago Apparel Industry Board under direction of Dorothy Fuller

Alpha Psi Omega, Honorary Member 1999

Internship/Externship with Repertory Theatre of St. Louis, sponsor – Norma West 1991

Full tuition talent scholarship, Illinois State University, Normal, IL 1991

Brendan C. McNabb Award for Theatrical Excellence, Millikin University, Decatur, IL 1990

TEACHING EXPERIENCE

Lecturer: Costume Crafts

Illinois Wesleyan University, Spring 2021

- Present topic specific instruction in the manufacture of specialized theatrical costume elements and pieces
- Instructs students in the use of materials and products used in theatrical costume crafts manufacture
- Instructs students in the development of techniques using costume pieces containing a lighted element and rudimentary animation
- Provide individualized meaningful critique for each student throughout the process
- Includes grading responsibilities

Guest Lecturer: Fundamentals of Play Direction (Nancy Loitz)

Illinois Wesleyan University, Fall 2020

- Provided personal views of collaboration with director from a costume design perspective
- Answered student questions regarding specific situations and interactions of the director and designer collaboration process

Lecturer: Costume Design

Illinois Wesleyan University, Spring 2019

- Study of costume design process from script analyzation, production team collaboration and rendering process
- Learn to create key process paperwork including costume plots, piece lists and coordinating communication
- Learn how, when and what details to communicate to production team and costume staff
- Provide individualized meaningful critique for each student throughout the process
- Includes grading responsibilities

Lecturer: Costume Technology

Illinois Wesleyan University, Spring 2016, Fall 2017, Fall 2018, Spring 2019, Fall 2019

- Teaching of seven to twelve undergraduate students various beginning costume techniques assembled in a sample binder
- Teaching and development of stitching techniques through advancing projects
 - Fabric sewing organizer
 - Patterned and designed costume piece submitted with final presentation
- Teaching of basic and industrial sewing equipment, shop, handling and safety procedures
- Includes grading responsibilities

Lecturer: Costume Construction

Illinois Wesleyan University, Fall 2016, Spring 2020

- Taught various advanced costume sewing, fitting and patterning techniques
- Provided individual instruction while working through various experiential projects
 - Basic body sloper patterning and draping techniques, with limited corset construction
 - Advanced project incorporating original pattern drafting/draping, mock-up creation, pattern adjustment and final finished garment assembly
- Included grading responsibilities

Lecturer and Supervisor: Independent Design Assignments

Illinois Wesleyan University, Fall 2017 – Spring 2021

- Supervised student process and development for individual design assignments

- Supervised assignments in Costume Design, Patterning/Draping, Costume Crafts and Accessories, Makeup, Hair and Wigs
- Included letter grade submission responsibility

Lab Instructor: Theatre Laboratory

Illinois Wesleyan University, Fall 2016 – 2021

- Led lab instruction five days per week of approximately twenty – thirty students
- Mentored students through construction, wardrobe and production crew process
- Collaborated in Spring 2018 revision of syllabus including procedure and rubric revision
- Included grading of “credit/no credit” responsibilities

Guest Lecturer: Introduction to Theatre Studies (Dave Stoughton)

Illinois Wesleyan University, Spring 2018

- Led one class period providing an overview of costume design for the theatre and the role it plays in illustrating the action and creating character
- Answered student questions regarding the collaborative process and how the design team interacts to reach the concept goals

Adjunct Lecturer: Costume Design

Bradley University, Fall 1996 – Spring 1999

- Taught overview of basic costume design process
- Mentored students through design process including areas of costume, make-up and hair design
- Provided individualized meaningful critique for each student throughout the process

Adjunct Instructor: Independent Studies in Makeup and Costume Construction

Bradley University, Fall 1996 – Spring 1999

- Taught basic makeup schematics and instruction of applications
- Taught basic draping techniques for patterning and development
- Provided individualized meaningful critique for each student throughout the process
- Included grading responsibilities

Graduate Teaching Assistant for Introduction to Costume Laboratory

Supervisor: Frank Vybiral, Illinois State University, Spring 1994

- Led sewing techniques laboratory for beginning skill level students
- Provided individualized training on production techniques
- Led students through basic sewing project following a commercial pattern
- Evaluated student performance at end of term

Summer Programs Instructor in Theatre Arts

City of Bloomington Parks and Recreation, Summer 1993

- Led introduction of the world of theatre class for children ages K – 12
- Presented student created play for parents at end of day program which ran eight weeks

PROFESSIONAL THEATRE DESIGN AND OTHER BUSINESS EXPERIENCE

City of Bloomington Parks, Recreation & Cultural Arts, Bloomington, IL

6/2021 - Current

Bloomington Center for the Performing Arts & Grossinger Arena

Patron Services Manager

- Manages all box office sales operations and community engagement for two venues including one historical theater seating 1,166 patrons and one entertainment/sports arena seating 7,000 patrons
- Builds community engagement by developing relationships with area schools, community and corporate organizations
- Assists with decision process of future artists and scheduling of main season performances
- Manages and directs customer service needs between staff and patrons
Estimates and reports budgetary needs for area to Assistant Director
- Implements all events build in Ticketmaster.com for 75 – 100 events per year for two venues
- Coordinates with production team to successfully produce mainstage season
- Manages box office staffing and implements job postings with Human Resources as approved by Assistant Director
- Facilitates communications of interdepartmental project coordination and reconciliation with Information Services, Marketing and Finance

Illinois Shakespeare Festival, Normal, IL

2021

Costume Designer

Measure for Measure, Directed by Jennie McKnight

Illinois Wesleyan University, Bloomington, IL

2015 – 2021

Costume Shop Manager, Instructor and Designer, 2016 - 2021

- *Faculty Choreographed Dance Concert 2021: Simpler Times*, Directed by Sheri Marley, Tap Piece
Choreographed by Jessica Riss-Waltrip, Costume Design by Susie High
- *Songs for a New World*, Directed by Nole Jones, Costume Design by Connor Elliott
- *Stage Door*, Directed by Tom Quinn, Costume Design by Veronica Blumberg
- *Chess*, Directed by Scott Susong, Costume Design by Amanda Bedker
- *Mary Jane*, Directed by Nancy Loitz, Costume Design by Veronica Blumberg
- *Wilderness*, Directed by Laura Hackman, Costume Design by Susie High
- *My Favorite Year*, Directed by Jean Kerr, Costume Design by Katie Dowse – Closed Due to Covid-19
- *The Last Days of Judas Iscariot*, Directed by David Kot, Costume Design by Taylor Coduto
- *The Life*, Directed by Scott Susong, Costume Design by Katie Dowse
- *King Charles the Third*, Directed by Tom Quinn, Costume Design by Kyle Pingel
- *Faculty Choreographed Dance Concert 2019*, Directed by Sheri Marley
 - *Perpetual Void*, Choreographed by Jessica Riss-Waltrip, Costume Design by Susan High
- *A Midsummer Night's Dream*, Directed by Chris Connelly, Costume Design by Olivia Trees
- *Curtains*, Directed by Jean McFarland-Kerr, Costume Design by Olivia Trees
- *Stop, Kiss*, Directed by Nancy Loitz, Costume Design by Susie Thetard
- *Fame*, Directed by Jean McFarland-Kerr, Costume Design by Connor O. Speck
- *Rhinoceros*, Directed by Chris Connelly, Costume Design by Kyle Pingel
- *South Pacific*, Directed by Scott Susong, Costume Design by Hannah Sage
- *Dancing at Lughnasa*, Directed by Michael Cotey, Costume Design by Susan High
- *Faculty Choreographed Dance Concert: Momentum*, Directed by Sheri Marley
 - *Cross Currents*, Choreographed by Jean McFarland-Kerr, Costume Design by Susan High
 - *Tapestry*, Choreographed by Jean McFarland-Kerr, Costume Design by Susan High

- *Ladyish*, Directed by Lisa Dixon, Costume Design by Hannah Sage
- *The Crucible*, Directed by Thomas Quinn, Costume Design by Connor O. Speck
- *The Boys From Syracuse*, Directed by Scott Sussong, Costume Design by Marcia MacDonald
- *Dead Man's Cell Phone*, Directed by Dani Snyder-Young, Costume Design by Marcia MacDonald
- *Body Awareness*, Directed by Maggie Patchett, Costume Design by Sarah Shelby

Over Hire Cutter/Draper, 2015 - 2016

- *Fame*, Directed by Jean McFarland-Kerr, Costume Design by Connor O. Speck
- *Hamlet*, Directed by Chris Connelly, Costume Design by Alexa Weinzerl
- *Giant*, Directed by Scott Susong, Costume Design by Alexa Weinzerl

Bloomington Center for the Performing Arts, Bloomington, IL

2019

Costume Designer

Godspell, Directed by William Zorn

Michigan Shakespeare Festival, Jackson, MI

2018

Costume Designer

Measure for Measure, Directed by Janice Blixt

Illinois Shakespeare Festival, Normal, IL

2016

Men's Cutter/Draper

Twelfth Night, Directed by Rick Barbour, Costume Design by Nicholas Hartmann

Peter and The Starcatcher, Directed by Andy Park, Costume Design by Lauren Lowell

Hamlet, Directed by Leda Hoffman, Costume Design by Lauren Roark

The Citadel Military College of South Carolina, Charleston, SC

2011 - 2015

Data Migration Coordinator - Information Technology Services, 2015

- Managed campus wide Data Storage Migration Project and communications between academic and operational departments as well as ROTC and Department of Defense users with the ITS Enterprise Systems Services team
- Author of all communications for email broadcasts to campus community regarding migration
- Skilled facilitator meeting with departmental coordinators to anticipate logistical issue and project risks to develop appropriate solutions
- SharePoint Administrator assisting departments in site set-up, adding site elements and document storage
- Communications lead for all departments in coordinating data migration to new server and/or cloud storage
- Developed training materials and instructional presentations for launching and managing SharePoint sites within Outlook 365

Human Resources Assistant - Human Resources, 2013 - 2015

- Project Lead for internal audit of I-9 documentation compliance
- Collaborated with HR Deputy Director and Compliance Officer to author campus policy revisions
- Created HR Internal and External Training Manuals regarding I-9 documentation verification and guide to submitting online applications
- Coordinated electronic archiving of active file information to secure Personally Identifiable Information (PII)

The Citadel Military College of South Carolina, *CONT'D.*

Graduate Assistant to the Director of Communications – School of Business, 2011 – 2012 & 2013

- Represented department at various events sharing program information with prospective students
- Restructure and launch of departmental website pages, updates, revisions, and creation of new pages
- Project Lead and designer for the Bastin Financial Leadership Lab Interactive Kiosk layout
- Event Project Lead for the Citadel Directors' Institute 2012 – 2013 on corporate governance

MIL Corporation

U.S. Department of State Global Financial Services Center, Charleston, SC 2012

Global Compensation Analyst

- Maintained Top Secret Security clearance issued by Defense Industrial Security Clearance Office August 2012
- Designated approval for all Global Compensation Knowledge Base article publications broadcast to Department of State
- Supervised and authored over seventy payroll submission requirement articles and revisions
- Prepared all training materials and presentations for business process changes within American Payroll Division
- Supervised research of personnel and payroll regulation guidance for proposed American Payroll process changes

Magnolia Plantation and Gardens, Charleston, SC 2011

Commissioned Blacksmithing Pavilion Perspective Drawing Illustrator

- Created full color perspective rendering from building blueprints

Pierpont Baptist Church, Charleston, SC 2011

Commissioned Renovation Perspective Drawing Illustrator

- Created full color perspective rendering for exterior and interior renovation projects

Johnson and Johnson Insurance Mgrs., Charleston, SC 2008 - 2010

Marketing Coordinator and Corporate Costume Design and Coordination

- Managed communications of systems integration during firm's acquisition of Sunbelt MGA
- Assisted with coordination of annual CSR Conference for 400+ and costumed grand parade entrance for various themes: Pirates of The Caribbean, The Ultimate Sports Weekend, and Arabian Nights

Adair, Horne & Associates, Inc., Charleston, SC 2006 – 2008

Internal Claims Representative

- Audited incoming claim files for possible fraud situations
- Created bordereaux for claims calculation of payment management
- Monitored claim adjusters' final report status for submission to insurance carriers

Time Definite Services, Inc., Elk Grove Village, IL 2005 – 2006

Inside Operations Coordinator

- Liaison between RTC Industries and union warehouse
- Managed warehousing and transfer logistics of national cart rollout, RTC Industries
- Managed accounts for SYSCO Foods Distribution, Prairie Packaging and Coca-Cola

Medieval Times Dinner and Tournament, Inc., Schaumburg, IL 2002 - 2005
Midwest Region Retail Sales Manager

- Managed twenty-person sales team for food and beverage/entertainment venue Increasing regional sales by 12% within first six months of leadership
- Managed recruiting, hiring, terminations, scheduling, timecard entry to payroll, commission bonus calculations, personnel issues for sales staff
- Managed all aspects of sales operations, coordinating sales flow patterns with Food and Beverage and nightly cash handling with Cash Control and incoming regional online orders
- Managed inventory control of 4,000+ products and oversaw vendor relations
- Costume refurbishment for three sword masters and armor repair

Evangelia, Inc., Geneva, IL 2000 - 2002
Design and Production Coordinator

- Coordinated production process for couture/retail fashion line and member of the Chicago Apparel Industry Board led by Dorothy Fuller
- Managed quality control of payroll and contract stitchers
- Developed pattern draftings and drapings for couture client projects
- Produced runway couture line for Red Hot Chicago 2001 sponsored by the Chicago Apparel Industry Board at Navy Pier
- Maintained fashion showroom samples at the apparel district showroom
- Patterned and draped private client dress worn for Technical Emmy Awards for *The Oprah Show*
- Demonstrated Hand-bead work techniques using Swarovski crystal, fused and dichroic art glass
- Stenciled fabric painting

Bradley University, Peoria, IL 2000
Artist In Residence Costume Designer & Adjunct Faculty
Guys and Dolls, Directed by Frank Trezza

International Alliance of Theatrical Stage and Screen Employees –
(IATSE, Local 193), Bloomington, IL 1997 -2000
Treasurer

Wardrobe Maintenance, Stage, Lighting and Sound Rigging
Stage Productions:

Cats: Fourth National Broadway Tour, The King and I, Master Class, Smokey Joe's Café, Mahalia, Victor/Victoria, The Barber of Seville, The Joffrey Ballet, Lord of the Dance

Musical Performances:

Third Eye Blind, Reba McIntyre, Dave Koz Band, Phish, Martina McBride, Wyclef Jean, Method Man and Red Man, Sawyer Brown, Tim McGraw

Illinois Wesleyan University, Bloomington, IL 2000
Cutter/Draper and Corset Construction

- *Hedda Gabler*, Costume Design by Marcia K. McDonald
- *Life's a Dream*, Costume Design by Marcia K. McDonald
- *Once In a Lifetime*, Costume Design by Marcia K. McDonald

State Farm Corporate – Creative Services, Bloomington, IL 1999 - 2000
 Makeup for Film & On Set Makeup Technician/Design Consultant

Bradley University, Peoria, IL 1996 –1999
 Adjunct Faculty

- Lecturer, Costume Design
- Instructor – Independent Study in Makeup
- Instructor – Independent Study in Costume Construction & Design Process

Costume Designer

- *Tapestry: A Musical Revue Based on The Music of Carole King*, Directed by Pamela Hill
- *The Merry Wives of Windsor*, Directed by Nina LeNoir
- *Arcadia*, Directed by Nina LeNoir
- *The Little Foxes*, Directed by Patrick O’Gara
- *A Grand Night for Singing*, w/Marni Nixon, Broadway artist and George Peabody Award recipient, Directed by Paul Kassel
- *The Man Who Came to Dinner*, Directed by Don Marine
- *The Kentucky Cycle Part II*, Directed by Nina LeNoir w/Robert Schennkan, Pulitzer Award recipient and playwright
- *The Kentucky Cycle Part I*, Directed by Nina LeNoir w/Robert Schennkan, Pulitzer Award recipient and playwright
- *The Good Person of Sichuan*, Directed by Jules Odenahl
- *The Importance of Being Earnest*, Directed by Nina LeNoir

The Rosa Church Dance Troupe, Moscow, Russia 1998
 Costume Props Design and Construction

- English Christmas Tour, Produced by Equipping Ministries

Eastlight Theatre Company, East Peoria, IL 1997 – 1998

- *Godspell*
- *Oliver!*

Breadline Theatre, Chicago, IL 1997

Costume Design

- *Peer Gynt*, Directed by Michael Oswald

Illinois Shakespeare Festival, Normal, IL 1996

Costume Craft Artisan

- *Twelfth Night*, Costume Design by Tona Schenk
- *The Tempest*, Costume Design by Jeanette De Jong
- *The Triumph of Love*, Costume Design by Dan Wilhelm

Alter Ego Costume House, Normal, IL 1995 – 1997
 Project and Show Design Coordinator

- Costume Coordination for *Sightings* on location in Le Roy, IL Oct. 1996
- Costume Coordination for State Farm Corporate 50th Anniversary Celebration
- FCG Net print advertising campaign, Normal, IL
- Organized costume rental plots and constructed costume rentals for regional productions:
My Fair Lady, The Wizard of Oz, Guys and Dolls, Seven Brides for Seven Brothers, Grease, Fiddler on the Roof, Hello Dolly!, Joseph and the Amazing Technicolor Dreamcoat

Little Theatre on The Square, Sullivan, IL 1994 – 1995
Costume Designer

- *1940s Radio Hour*, Directed by Jack Milo
- *Lend Me A Tenor*, Directed by Charles Bell
- *A Fiddler on the Roof*, Directed by Ed Flesch
- *Damn Yankees*, Directed by Charles Bell
- *The Odd Couple*, Directed by Patrick McCarthy
- *Theatre for Young Audiences: Robin Hood, Pinocchio, and Sleeping Beauty*

Costume Shop Manager

- *Nonsense II*, Directed by M. Seth Reines
- *Ziegfeld Follies*, Directed by M. Seth Reines
- *Carousel*, Directed by M. Seth Reines
- *Love Letters*, Performed by Jack and Susan Seaforth Hayes

Illinois State University, School of Theatre, Normal, IL 1993
Costume Supervisor & Restoration – Madrigal Singers Season

Illinois Shakespeare Festival, Normal, IL 1991 – 1993
Assistant Costume Designer

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| • <i>A Midsummer Night's Dream</i> | Assistant to Dottie Marshall-English | 1993 |
| • <i>Macbeth</i> | Assistant to Rosemary Ingham | 1992 |
| • <i>The Taming of the Shrew</i> | Assistant to Nancy Pope | 1991 |

QUALIFICATIONS OF DESIGN TECHNICAL SKILLS

Bandolier sling purse design, patterning and creation production plan for retail purchase
Renaissance and fantasy costume construction including construction of laced arm bracers, jerkins and jabots

Construction of cloth/felt wired period hats and millinery such as tri-corns, cockades, and wired ornamentations

Construction and fit of Victorian, Renaissance and Medieval period boned and soft corsets

Flat Patterning, Sloper Drafting and Draping for construction of unique costume pieces

Costume design and construction of full theatrical productions, musicals, drag costumes and wig styling

Construction of full period coats, waistcoats and breeches construction of sword belt hangers, dyeing and finishing

Mask formation and construction for fantasy pieces, sculpting of soft body modification pieces

Stage makeup techniques and basic appliance construction

Soft goods construction and wedding floral bouquet designs and creation

Distressing and dye work for large period shows

Designer and costume manager for corporate events

Set decoration for fundraising benefits
 Design and construction of sewn and painted backdrops
 Exterior renovation perspective drawings and remodeling drawings for commissioned clients
 Construction of painted scenic elements using carved foam and PVC
 Basic animation and wiring methods for costume special effects
 Business and ticketing methods for theater administration

PROFESSIONAL ASSOCIATIONS

The Citadel Rotaract Club: Student Division of Rotary Club, Charleston, SC 2011 -12
 The Citadel MBA Association: Peer Networking and Student Resource Development 2011 - 2014
 International Alliance of Theatrical Stage Employees: Local 193, Normal, IL

COMMITTEES AND OFFICER POSITIONS

President, The Citadel Rotaract Club, Charleston, SC 2012
 Treasurer, International Alliance of Theatrical Stage Employees: Local 193, Normal, IL 1999 - 2000

RESEARCH AND DEVELOPMENT EXPERIENCE

IT Data Migration Departmental Communications Project Lead
 Office of Information Technology, The Citadel Military College of South Carolina Charleston, SC

Human Resources Assistant Project Lead
 Office of Human Resources, The Citadel Military College of South Carolina Charleston, SC

- Complete Internal Audit of all I-9 documentation
- Development of HR manual for correct processing of I-9 documentation with special attention to work visa updates
- Communications to employees regarding incomplete documentation and required updates for work visas and official name changes
- Review of I-9 correctness, completeness, retention and proper destruction of outdated documentation

COMMUNITY DEVELOPMENT & INVOLVEMENT

Charleston Salutes:
 Honoring Emergency Responders Facilitator & Safety Crew 2011 – 12

Jazz for Jenkins:
 Paid Benefit Sponsoring Jenkins Orphanage Event Design Co-Coordinator 2010

United Way Day of Caring:
 Lowcountry Food Bank Educational Garden Area Crew 2009

Heartland Theatre Company, Normal, IL 1991 – 95
 Costume Designer

- *Criminal Hearts*, Directed by Rhys Lovell

- *A Perfect Ganesh*, Directed by Kim Periera
- *A Voice On The Prairie*, Directed by Don Shandrow
- *Tales of An Old Dancing Dog*, Directed by Don Shandrow
- *Our Town*, Directed by Jean Scharfenberg
- *Cat On a Hot Tin Roof*, Directed by Barb Acker