

# Tanya Marten

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## PROFESSIONAL EXPERIENCE

### SOULAR FILMS, INC.: 2003-Present

New York, NY; Chicago, IL; www.soularfilms.com Position: **President**

- ⊙ Filing and maintenance of all corporate paperwork including: Articles of Incorporation, Annual Reports, Resolutions, Minutes, Foreign Corp. documents, filing of taxes, partnership agreements, talent agreements and coordination with other film companies
- ⊙ Creation of Business Plans for films
- ⊙ Creation and maintenance of various websites including application and integration of credit card services, payment gateways, shopping carts, CCBill accounts
- ⊙ Coordination and submission of projects to festivals; attend festivals and promotional events
- ⊙ Oversaw all aspects of pre-production, production and post-production including art-work, PR, UPC codes, distribution and duplication

### ACTORS REPERTORY THEATRE: 8/01-Present

Jersey City, NJ & Norfolk, VA; www.actors-rep.org Position: **Managing Director**

- ⊙ Researched, found and procured facility to house theatre and school
- ⊙ Oversaw all aspects of non-profit professional theatre company including:
  - ⊙ Corporate paperwork, annual reports, IRS reporting, banking
  - ⊙ Fundraising, marketing and public relations, grant proposals
  - ⊙ Student recruitment, registration, payments
  - ⊙ Renovation of facility, rental of facility and facility management
  - ⊙ Daily administration, Equity contracts, budgets & financial planning
  - ⊙ All aspects of production

### TIDEWATER JEWISH FOUNDATION: 3/00-8/01, 757-671-1600, Beth Jacobson, Philip Rovner Virginia Beach, VA, www.jewishva.org

Position: **Associate Director of Marketing and Public Relations**

- ⊙ Created, revised and implemented marketing plan (created direct mail timeline)
- ⊙ Created newsletters (layout, design & copywriting)
- ⊙ Researched, wrote and edited articles and information for (in-house magazine),
- ⊙ Event Planning - coordinated, planned and implemented seminars and promotional dinners
- ⊙ Oversaw all aspects of website (research, design, copywriting & PR materials)
- ⊙ Created power point presentations

### CREATIVE ACTING COMPANY: 10/98-10/99, 212-352-2103, Gus Waite & Mario Giacalone New York, NY, Position: **Company Manager**

- ⊙ Responsible for all public relations: created press releases, weekly newspaper advertisements, direct mailings, and brochures

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### CREATIVE ACTING COMPANY

- ⊙ Responsible for and oversaw all facets of business including: student registration, enrollment and payment plans, rental set-up and payments, casting of films and daily office work
- ⊙ Managed staff of 25 (hired, trained, scheduled, gave tasks and reviewed after completion)
- ⊙ Set up cameras for casting sessions, auditions and actor tapings. Camera set-ups included half and three quarter inch decks (up to three decks at one time) with monitor, switcher and two cameras.
- ⊙ Cast extras and stand-ins for SAG features (list available)  
Coordinated with Production office, created files, faxed daily skin sheets, Held Casting calls, maintained and updated files. Called actors for availability, booked actors, fixed last minute changes
- ⊙ Did QuickBooks daily and Payroll weekly
- ⊙ Taught classes including marketing to actors
- ⊙ Participated & Led co-operative marketing group

### LOSS OF D NATURAL: 2/98-5/98, Writer: N. Richard Nash, Director: Matt Conley

New York, NY (Off B-Way Run at the Mint Theatre), Position: **Assistant Stage Manager**

- ⊙ Scheduled appointment for auditions, assisted in running auditions
- ⊙ Oversaw box office personnel, assisted Stage Manager during rehearsals w/blocking notes, prompt book
- ⊙ Acted as House Manager during run of show duties included: opened house, supervised ticket sales, actor check-in, and supervised ushers

### WALT DISNEY STUDIOS: (4/92 - 5/96) Los Angeles, CA

(Long-term temp assignments including legal departments, Hollywood Music and Pictures through Right Connections) Position: **Administrative**

- ⊙ All Correspondence, coordination of business meetings
- ⊙ Typed dictated letters & contracts, updated legal contracts
- ⊙ Answered phones and made follow-up calls, copies, distribution,
- ⊙ Updated schedules and made travel arrangements
- ⊙ Created budget and expense reports

### CINE-PARIS: 1993-1997, Director: Stephen Mitchell

Los Angeles, CA (Film Company producing direct to video and cable television shows) Position: **Staff**

- ⊙ Created Advertising, Marketing and PR material, Direct mailings, Telephone Sales
- ⊙ Planned and ran promotional events
- ⊙ Edited half-hour hour cable shows using The Flyer (computer-editing system).
- ⊙ Wrote and Directed half-hour cable episodes, Ran Cameras, Sound, Video Toaster

### THE ACTOR'S NETWORK: 9/95-6/97, Michael Dutra

Los Angeles, CA, Position: **Member**

- ⊙ Taught classes for actors in marketing

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**THEAFILM:** 8/94-2/95, Owner: Chick Ciccerelli

Los Angeles, CA (Film Distribution Company) Position: **Office Manager / Marketing Asst.**

- ⊙ Organized promotional events
- ⊙ Created and Organized PR material
- ⊙ Organized financial records and paid bills, created and implemented filing system

**“MY POOR MARAT” BENEFIT:** 1993 AKA Productions (Benefit in co-operation with the American Red Cross – proceeds from benefit went to help survivors of the war in Kosovo.)

Position: **Benefit Co-coordinator**

- ⊙ In charge of all facets of the benefit including solicitation of donation of funds and materials
- ⊙ Acquired caterer and volunteers, supervised them during and after the benefit

**PERSONAL ASSISTANT TO WRITER:** (1/94-1/95) Los Angeles, CA, Merrit Malloy

- ⊙ Media relations liaison
- ⊙ Wrote press releases, maintained correspondence, oversaw all PR
- ⊙ Researched, edited and proofed manuscripts
- ⊙ Managed staff (housekeeper, gardener, & various on call persons) hired temporary help
- ⊙ Created and implemented filing system
- ⊙ Set-up and organized office, maintained office machines and supplies
- ⊙ Managed household and business accounts and did payroll
- ⊙ Managed and implemented travel plans and arrangements

### **EDUCATION**

M.F.A. in Acting - Brandeis University, 1990

B.A. in Theatre and Communications - University of Maryland

### **SKILLS**

Proficient in **All Microsoft Office Applications** (PC & Mac)

**Graphics:** Adobe Photoshop, Quark

**Web Design:** Dreamweaver, FrontPage, HTML, Ashop, WebAssist, Linkpoint, Sorenson Squeeze, Flip4Mac, Flash, QuickTime

**Other** – ACT, Filemaker Pro, Final Cut Pro, DVD Studio Pro, Quicken, QuickBooks Pro, WinFax Pro, WordPerfect, DOCS, FileSite, LexisNexis, PCLaw, Scanning, Xerox, Dictaphone, Script & Legal formats, Type 65-75wpm

### **REFERENCES**

**Creative Acting Company**, Mario Giacalone, Producing Director, mariogiacalone@optonline.net

**Actor's Network & Theafilm**, 818-985-4313, Michael Dutra, Producer, dutraji@yahoo.com

**Tidewater Jewish Foundation**, 757-671-1600,

Beth Jacobson, Director of Marketing, bethj@ujft.org

Philip S Rovner, Executive Director, Philipr@ujft.org

**Actors Repertory Theatre**,

Jennifer Murdoch, President of the Board of Directors, jen80370@yahoo.com