

# James Robert Boudreau

Phone (778)755-1519 SMS (780)940-2264 [jrb@mopboy.com](mailto:jrb@mopboy.com)

West Kelowna, BC, V1Z 1L8

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## Personal Summary Statement

My background and expertise is in working on the administrative and technical production side of the performing arts industry. The broad range of projects I have worked on allows me to draw from a deep pool of experience whenever taking on a new endeavour.

## Highlight of Qualifications:

- Professional Development Certificate for Project Management
- Technical Director Province of Alberta Centennial Initiative (Royal Visit)
- Showing foresight, planning ahead, predicting consequences, ability to visualize in 3D, creatively using spaces
- Independent worker, creative, dependable
- Safety oriented, able to prioritize public and site safety

## Skills and Abilities

### Production/Project Manager

- Regularly provide creative consultation and assist with proposal development
- Skilled at bringing together and working with diverse teams of collaborators
- Able to create, determine and evaluate budgetary needs
- Project estimating, budget tracking
- Hiring / contracting, detailing work procedures / duty assignments, considering budgetary limitations and time constraints
- Scheduling, staff hiring / resource management
- Overseeing contractual arrangements/permits, liaisons with public officials and facility managers

### Technical Director

- Drafting / technical illustration / site mapping
- Diverse knowledge of materials and construction methods
- Management of crews and labour
- Overseeing custom fabrications / supplier arrangements
- Managing change requests

## Employment History

Administrative and Professional Officer for the University of Alberta Drama Department  
September 2016 – June 2017

Production Manager, Catalyst Theatre 2003 - 2017

A small selection of some of the clients I have worked for on a contract/self-employed basis over the last twenty five years

- 2015 Canada Winter Games, Calgary 2012 Cultural Capital, 2001 World Championships in Athletics
- Edmonton Dragon Boat Festival Association, Events Edmonton – “A Taste of Edmonton, Edmonton Pride Festival, The Edmonton Fringe Festival, Toronto International Film Festival
- The City of Edmonton, The City of St. Albert, the Province of Alberta ,

**I also taught courses on Production Management and Technical Direction at MacEwan University and The University of Alberta during this time**

An extensive listing of my employment history is on my website at [www.mopboy.com](http://www.mopboy.com)

## Education

Diploma – Theatre – Technical and Production Option, Ryerson University

Certificates and training, MacEwan University:

School of Business, Professional Development Certificate for Project Management, having completed the following courses:

The Basics of Project Management

Project Communications and HR Management

Project Risk Management Strategies

Project Procurement Management

Project Integration and Closing,

Project Scope and Quality

Microsoft Project - Levels 1 & 2

As well as Web Design and Development II offered by the School of Continuing Education

**References available upon request**