

IYANNA HUFFINGTON WHITNEY

ARTS ADMINISTRATOR | THEATER MANAGER

izhuffin@gmail.com

704.658.6287

EXPERIENCE

David Geffen School of Drama (DGSD) at Yale

Associate Managing Director May 2025 - Present

- Oversee 12 annual DGSD productions including new works, managing budgets, contracts, and cross-department coordination.
- Supervise a team of three and lead interdepartmental collaboration to ensure efficient season management.
- Develop and track production budgets, ensuring financial accuracy and timely payment processing.
- Negotiate and execute contracts for guest artists, licensing, and royalties.
- Partner with Marketing and Development to fulfill contractual billing, event sponsorships, and donor benefits.
- Manage archival documentation and data systems for program reporting and historical tracking.

Yale Cabaret / Yale Summer Cabaret

Graduate student-run non-profit theatre company focusing on student work in New Haven, CT.

Associate Managing Director Jan 2025 - May 2025 Managing Director May 2024 - Sept 2024

- Oversaw daily operations for two graduate student-run nonprofit theatre companies focused on new and student work.
- Supervised and mentored the Cabaret Assistant, providing guidance on administrative systems, leadership, and professional development.
- Led weekly all-staff meetings to coordinate production schedules, audience services, and marketing initiatives.
- Developed and executed fundraising campaigns, including the annual Spring Gala, to support artistic programming and community engagement.
- Managed accounting transactions, payroll, and hiring for casual, part-time, and production staff, ensuring compliance and timely processing.
- Cultivated relationships with donors, sponsors, and alumni to strengthen institutional visibility and contributed revenue.
- Oversaw front-of-house, box office, and audience services, maintaining a welcoming and inclusive environment for patrons.
- Identified and addressed operational challenges to ensure the smooth and efficient functioning of the organization.

EDUCATION

Yale University, Continuing 2026

NEW HAVEN, CT

MFA/Theater Management

University of North Carolina at Greensboro, 2020

GREENSBORO, NC

BA/Theatre & History

Minor: American Sign Language

TRAINING

The Third Bohemia, **Todd London**, 2019

A gathering of independent multidisciplinary artists to share, teach and develop work utilizing new tools of artistic study.

ARTISTIC PORTFOLIOS

Available at iyannahuffington.com

SKILLS

Production oversight, program development, budget management, event coordination, staff supervision, stakeholder engagement, project planning, problem-solving, relationship-building, written and verbal communication, public speaking, mentorship, conflict resolution

Microsoft Office Suite, Slack, Salesforce, Canva, Google Suites

References

Joshua Borenstein (203) 436-9048

David Geffen School of Drama at Yale

Andy D. Hamingson (917) 415-0068

A. D. Hamingson & Associates

Carla L. Jackson (512) 709-8521

David Geffen School of Drama at Yale

Virginia Children's Theatre

Non-profit theatre company with an educational focus for youth and adults in Roanoke, VA.

Interim Director of Education

Oct 2022 - Aug 2023

Assistant Director of Education

Sept 2022 - Oct 2022

Education Associate

Sept 2021 - Sept 2022

- Designed and launched an apprenticeship program and updated the Summer College Internship program to strengthen career pathways for emerging artists.
- Managed marketing and communications for educational programming, increasing class registration and student retention.
- Recruited, hired, and supervised teaching artists, production staff, and education personnel.
- Cultivated relationships with community partners, schools, and sponsors to expand outreach and audience engagement.
- Developed and implemented creative curriculum, lesson plans, and performance projects for students of all ages.
- Oversaw social media strategy and digital content creation, broadening visibility and community impact.
- Directed and stage-managed youth productions and educational showcases, maintaining high artistic and safety standards.

ARTISTIC LEADERSHIP (Selected)

Arts Administration & Theatrical Education Intern

Springville Center for the Arts,

Summer 2020

- Supported the planning and execution of youth theatre workshops and multi-arts programming for grades K–12.
- Co-directed and performed in summer stock productions while assisting with scenic construction and classroom instruction.
- Engaged community participants through accessible arts education and performance outreach.

Artistic & Literary Intern

SoHo Rep.,

Summer 2019

- Coordinated submissions and correspondence for the annual Writer/Director Lab, co-chaired by Jackie Sibbles Drury and William Burke.
- Managed guest artist itineraries, contracts, and event logistics in collaboration with the Producing Director.
- Served as point of contact for applicants and readers, ensuring clear communication and organized application tracking.

FUNDED RESEARCH

People Not Property

2019 - 2020

University of North Carolina at Greensboro (UNCG) Libraries Collaboration

- Collaborated with the UNCG University Libraries, North Carolina Division of Archives and Records, and North Carolina Registers of Deeds to create a centralized database of bills of sale documenting enslaved people in North Carolina.
- Designed and published a comprehensive digital story map integrating slave deeds, runaway slave ads, and plantation records with contextual historical narratives.
- Conducted field research across eastern North Carolina, visiting museums, plantations, and archives with strong African American and Native American historical ties.
- Hosted community talkbacks in local libraries to share findings, increasing public awareness and local support for the project.