

IYANNA HUFFINGTON WHITNEY

ARTS ADMINISTRATOR | THEATER MANAGER

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GENERAL MANAGEMENT EXPERIENCE

The Carlotta Festival of New Plays

Managing Director

May 2025 - Present

- Lead producing and administrative operations for a festival of new works, overseeing artist engagement, contracts, and cross-functional coordination among several departments.
- Negotiated with Actors' Equity Association and contracted union members, ensuring compliance with Yale's collective bargaining agreement and industry practices.
- Curated and secured creative teams through targeted research, outreach, and contracting of directors, actors, and collaborators.
- Managed scheduling and logistics for guest artists, serving as primary liaison between creative teams and the institution.
- Coordinated across stage management, production management, and producing departments to ensure cohesive execution of festival productions.
- Represented the festival in communications with industry professionals, elevating visibility of productions and participating artists.

David Geffen School of Drama (DGSD) at Yale

Associate Managing Director

May 2025 - Present

- Direct administration of 12 annual productions, stewarding a \$500K+ seasonal budget (including \$100K+ in artistic funds) while coordinating contracts and cross-departmental operations.
- Supervise and mentor a team of three, fostering collaborative workflows across academic and production departments to support institutional goals.
- Develop, manage, and reconcile production budgets, ensuring fiscal accountability, accurate forecasting, and timely payment processing.
- Negotiate and manage contracts for artists and rights holders, ensuring adherence to university policies and industry practices.
- Collaborate with Fundraising and Marketing teams on donor stewardship, sponsorship fulfillment, and public-facing initiatives.
- Oversee archival systems and data management, supporting program assessment, reporting, and long-term institutional recordkeeping.

Yale Cabaret / Yale Summer Cabaret

Associate Managing Director

Jan 2025 - May 2025

Managing Director

May 2024 - Sept 2024

- Directed daily operations for two graduate student-run nonprofit theatre companies, each managing \$100K+ budgets and focused on new work and student development.
- Supervised and mentored administrative staff, providing training in systems, leadership, and professional growth.
- Led weekly cross-functional meetings to align production timelines, audience services, and marketing strategy.
- Designed and executed fundraising initiatives, including an annual Spring Gala, to support programming and deepen community engagement.
- Cultivated relationships with donors, sponsors, and alumni, increasing institutional visibility and contributed revenue.

EDUCATION

Yale University

NEW HAVEN, CT

MFA/Theater Management

University of North Carolina at Greensboro

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

- Managed financial operations including accounting, payroll, and hiring for part-time and production staff, ensuring compliance and timely processing.
- Oversaw front-of-house, box office, and patron services, prioritizing an inclusive and welcoming audience experience.
- Streamlined operations by identifying challenges and implementing solutions to improve organizational efficiency.

New 42 / The New Victory Theater

Artistic Programming Fellow

Sept 2024 - Dec 2024

- Supported the Artistic Director at The New Victory Theater in curating a season of national and international Theatre for Young Audiences productions aligned with institutional mission and audience impact.
- Conducted artistic research and vetting of touring productions and artists through script analysis, video review, and field tracking.
- Contributed to season planning and programming strategy, balancing artistic excellence, cultural diversity, and developmental appropriateness.
- Collaborated cross-functionally to align programming with education initiatives, audience engagement, and community partnerships.
- Supported international artist relations, including communications, contracting processes, and residency and logistics coordination.
- Provided dramaturgical and administrative support for new work development and artist residencies.
- Represented the artistic office in internal meetings, advising on programming, accessibility, and audience experience.
- Coordinated presenting engagements to ensure alignment between artistic vision, venue capacity, and audience needs.
- Advanced equity and inclusion initiatives through intentional artist sourcing, research, and programming recommendations.

Virginia Children's Theatre

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 revitalized the Summer College Internship program, expanding pipelines for emerging artists.
- Directed a comprehensive education portfolio serving PreK–12 students, including 18 annual classes, 9 performance-based summer camps (including adaptive/special needs programming), and two intensive Broadway Junior productions.
- Led marketing and communications strategy, increasing enrollment, retention, and community visibility.
- Recruited, hired, and supervised teaching artists and staff, while building partnerships with schools and community organizations, including a K–5 residency with Roanoke City Public Schools and regional outreach initiatives.
- Provided produciorial and administrative support for partner institutions, including a coeducational, college-preparatory school.
- Developed curriculum and directed youth productions, ensuring high artistic standards, operational effectiveness, and student safety.

Springville Center for the Arts

Arts Administration & Theatrical Education Intern

Summer 2020

- Supported the planning and execution of youth theatre workshops and multidisciplinary arts programming for K–12 students.
- Co-directed and performed in summer stock productions while contributing to scenic construction and classroom instruction.
- Fostered community engagement through accessible arts education initiatives and performance-based outreach.

Soho Repertory Theater

Artistic & Literary Intern

Summer 2019

- Administered submissions and communications for the annual Writer/Director Lab, supporting a high-profile program led by industry artists.
- Oversaw guest artist logistics, including itineraries, contracting processes, and event coordination, in partnership with the Producing Director.
- Acted as primary liaison for applicants and readers, streamlining communication and maintaining organized application tracking systems.