

CATHERINE BLAKE SMITH

Dramaturg and artist-administrator with experience in strategic planning, volunteer management, and collaborating on innovative, detail-driven interdisciplinary projects. Passionate about producing live performance and building socially equitable contexts through authentic connection, transparency, and dedication. Seeking dramaturg and editor roles with theatre producing companies and artists in Scotland.

CONTACT

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RELEVANT ARTS ADMINISTRATION EXPERIENCE

Facilitator at Stage to Page (Glasgow)

Nov 2025 to Present

- Collaborate with a team to invite local theatre artists to bi-monthly script readings.
- Curate pairings of playwrights and directors with co-facilitator to encourage artist development.
- Facilitate a safe and welcoming environment for playwrights, directors, and audience.

Marketing Director at [Annex Theatre](#) (Seattle)

Nov 2022 to Aug 2025

- Designed custom digital and print marketing campaigns for website, social media, and posters to effectively showcase productions while maintaining a consistent branding presence.
- Wrote, copyedited, and proofread production blurbs, website copy, and online newsletters to disseminate consistent public communications across multiple channels.
- Developed custom live stream ticket purchase process and hosting environment to increase audience attendance remotely. remote audiences.

Stage Manager at [The Workshop](#) (Seattle)

Jul 2024 to Feb 2025

- Delivered consistent, real-time communication at large-scale public events with event production staff, technicians, and producers from local community organizations.
- Worked responsively to assist with setup and removal of event supplies and signage, troubleshooting and answering attendee questions as needed.

Artistic Director at [Annex Theatre](#) (Seattle)

Jul 2016 to Nov 2019

- Increased grant and individual donor fundraising by ~200% over 1.5 years with grant writing, direct requests, digital short-term campaigns, and developing community relationships.
- Implemented a strategic plan that transitioned the annual season structure to increase production season sustainability and improve actor safety.
- Restructured and updated the season selection process to expand outreach 5x and increase diversity of participants in demographics and backgrounds to develop skills in interviewing, written communication, and organisation.

Membership & Communications Specialist at [Theatre Puget Sound](#) (Seattle)

Jan 2016 to Apr 2017

- Created a custom database to track ~1,500 individual and ~100 organizational members to manage membership status and support grants and donations with trend reporting.
- Advocated for accessibility and increased engagement through social media and newsletters, increasing readership by 150% over a 6-month period.
- Developed responsive membership programming, including reviving a dormant headshot photography program and doubling highest-ever revenue.

Production Manager & Stage Manager at [Annex Theatre](#) (Seattle)

Jul 2016 to Nov 2019

- Provided production information, actionable resources, and support with professional levels of communication for directors, casts, and crews with staff of world-premiere productions.
- Trained stage managers on staging and rehearsal protocol, and lighting and sound board operations for tech.
- Created templates for paperwork to communicate rehearsal and tech information with cast and crews, implementing flexibility and adaptability for each production.

EDUCATION

- Playwriting & Dramaturgy MLitt at [University of Glasgow](#) 2026
- Editing Certificate at [University of Washington \(Professional & Continuing Education\)](#) 2025
- Project Management Certificate at [University of Washington \(PCE\)](#) 2022
- Web Design Certificate at [Seattle Central College](#) 2019
- Theatre Arts & History, Bachelor of Arts at [Illinois Wesleyan University](#) 2009

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AFFILIATIONS

- **Board Member at Annex Theatre (Seattle)** Sept 2025 to Present
- **Volunteer Docent with Museum of Museums (Seattle)** Oct 2022 to Aug 2023
- **Mutual Aid Volunteer with Pedaling Relief Project (Seattle)** Aug 2021 to Jul 2025
- **Copyeditor and Performance Critic with DeConstruct Collective (Seattle)** Mar 2020 to Aug 2021
- **Participant of Directors Lab North (Toronto)** Jun 2019

SELECT ARTISTIC CREDITS

TITLE	TYPE	ROLE	THEATRE	YEARS
<i>The Genie's Therapist</i> (reading)	off-night	Dramaturg	Annex Theatre	2025
<i>Paradise Untapped</i> (staged reading)	off-night	Director/Dramaturg	Annex Theatre	2025
<i>DIRTY</i> (reading)	mainstage	Dramaturg	Annex Theatre	2025
<i>All Caroling*</i>	ten minute	Playwright	Latitude Theatre	2024
<i>THE PARTICIPANTS!**</i>	mainstage	Director/Dramaturg	Annex Theatre	2024
<i>Pulpits</i>	ten minute	Playwright	Infinity Box Theatre	2024
<i>Is Mirth Worthwhile?</i>	ten minute	Director	Latitude Theatre	2024
<i>Shutdown Protocol</i>	ten minute	Playwright	Infinity Box Theatre	2023
<i>The Neverborn</i>	mainstage	Director	Annex Theatre	2019
<i>Row Yr Boat (Achievement Unlocked)</i>	mainstage	Director/Dramaturg	Annex Theatre	2018

*Recipient of 'Best Translation' at Victorian Christmas Cards Festival

**[Gregory Award](#) nominee for Outstanding Original Script

CURATORIAL CREDITS

- **Curator of Spin the Bottle [Annex Theatre](#) (Seattle)** Jan 2015 to Jan 2020
- Curated 100+ acts annually, advocated for diversity and inclusion onstage, and provided new opportunities for innovative comedy, theatre, storytelling, burlesque, music, and performance art as the second-ever producer of Seattle's longest-running monthly variety show (founded in 1997) for both late night and primetime audiences.
- **Script Coordinator for Script Tease (Seattle)** Jun 2015 to Nov 2023
- Invited playwrights to Script Tease, a full-length production in which actors performed a staged reading of six scripted pages by one playwright, then improvised the rest. Liaised with producers and technicians at The Pocket Theater, Theater Schmeater, Annex Theatre, Jet City Improv, and [Unexpected Productions](#).

OTHER SKILLS

- **Bartending / Food Safety and Handling**
- **Canva / Mailchimp**
- **WordPress / Squarespace / Wix**
- **Intermediate French**