

# GRACE RUIZ

PRODUCER

GRACEBOWEN98@GMAIL.COM

*Proud member of the RING OF KEYS, a national network of queer women, trans, and gender non-conforming theatre artist.*

[www.graceandradebowen.com](http://www.graceandradebowen.com)

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## PROFILE SUMMARY

A creative producer with a diverse background and a knack for creative problem solving with the main goal to to amplify the voices of other BIPOC creators and help to tell their stories

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## WORK EXPERIENCE

### Assistant Producer

***The Moret Group, New York***

September 2020–Present

- Oversee all administrative and operational functions for pre-production arrangements for photoshoots across seven fashion and apparel brands
- Handle all invoices, receipts, and annual budgeting process while monitoring financial goals, always anticipating changes and communicating such across all departments
- Design resources for brands that helped to make efficiencies and improvements to protocol the entire casting, shooting, and retouching process.

2021–Present

### Theatre Producer

***Freelance, New York***

- Collaborate on new play development with artists in order to get their work in front of audiences without sacrificing their artistic and personal identity
- Raised funds and sold tickets by inspiring donors and patrons with the cultural necessity of each show
- Work to create an environment where cast and creative feels safe, protected, and valued; all while enforcing the most up to date union COVID protocols

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## PROFESSIONAL SKILL

Creative Problem Solving and Strategic Thinking  
Time management

The Ability To Admit When Wrong and Learn From Mistakes  
Conflict Resolution

## TECHNICAL SKILL

Microsoft Office Suite  
Shopify

Canva Design  
Basic Adobe Photoshop

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## SHOWS AND CAMPAIGNS

### **Una Noche En Tejas: When Beyoncé Met Selena**

- Equity Library Theatre Summer Play Festival–Winner Best Play
- New York Theatre Festival Winter Fest
- Brisk Festival Los Angeles

### **Birdie and Tim**

- Equity 48 Reading December 2021

### **2(X)IST Spring 2021 Marketing Shoot**

- Credited as Assistant Producer