

# Jessica Owens

[Owensj2012@gmail.com](mailto:Owensj2012@gmail.com)

(she/her/hers)

New York, NY

---

## THEATRICAL PRODUCING EXPERIENCE

|   |                             |               |
|---|-----------------------------|---------------|
| <i>The Changeling</i> (developmental reading)                 | The Varsity Theatre Company | June 2023     |
| <i>Elijah</i>   | Columbia Stages             | May 2023      |
| <i>Shedding Load</i>  | 59E59 Theatres              | February 2023 |
| <i>The Valkyries</i>  | The Tank                    | August 2019   |
| <i>The Valkyries</i>  | Dixon Place                 | January 2019  |
| <i>I LOVE NEW YORK: a found text american dream</i>           | The Tank                    | July 2018     |
| <i>I LOVE NEW YORK: a found text american dream/nightmare</i> | Dixon Place                 | January 2018  |

## PLAYWRITING AND DRAMATURGY

- *DORES TO THE PAST* – Playwright – Vanderbilt University Theatre (November 2024)
- *Shedding Load* - (Eugene O’Neill Semifinalist) - Playwright - 59E59 Theatres - February 2023
- *Farragut North* - Dramaturg - 5th Floor Theatre - October 2019
- *The Valkyries* (Eugene O’Neill Semifinalist) - Playwright - The Tank (August 2019), Dixon Place Lounge (December 2018)
- *The Glass Menagerie* – Dramaturg - Pigeonholed Theatre Company - February 2019
- *The Pitchforks* – Dramaturg – Drama League Residency (April 2018), The Loading Dock (October 2018)
- *I LOVE NEW YORK: a found text american dream* - Co-Writer - The Tank (July 2018), Dixon Place Mainstage (January 2018)
- *Macbeth* – Dramaturg - Columbia Stages at The Connelly Theater - April 2017
- *Northern Lights* - Dramaturg- ATHE: New Play Development Workshop - August 2016

## LITERARY EXPERIENCE

- Roundabout Theatre Company – Script Reader - New York, NY - 02/2017-Present
- The Public Theater – Script Reader – New York, NY – 05/2014-Present
- The Varsity Theatre Company – Producing Director – New York, NY – 2017-Present
- Playwrights Realm – Script Reader – New York, NY - 2020
- YouthPLAYS Publishing - Script Reader – 04/2019 - 4/2023
- Dramatists Guild Foundation Fellowship – Script Reader/Application Reviewer – 2018 & 2019
- Kitchen Dog Theatre – New Works Festival – Script Reader – Dallas, TX – 2016-2019
- Jewish Plays Project – Script Reader – New York, NY – 2014-Present
- Initiative for Millennial Theatrical Artists – Co-Founder – New York, NY – 2015-2018
- Moisés Kaufman – Script Reader – New York, NY – 2015-2017
- The Public Theater – Literary Intern – New York, NY – 09/2015-01/2016
- The Public Theater – Casting Intern – New York, NY – 01/2014-06/2014

## GENERAL MANAGEMENT & LABOR RELATIONS EXPERIENCE

### Disney General Entertainment – ABC, Inc.

#### *Manager, Labor Relations*

- Second Labor Executive for ABC, Inc. Owned TV Stations including WABC-TV, WLS-TV, KABC-TV, as well as American Federation of Musicians and NABET-CWA issues for *The View*, *Good Morning America*, *Live with Kelly and Mark*, and *Jimmy Kimmel Live*.
- Second Labor Executive for representation to all facilities unions (IUOE, IBEW, IBPAT, UBCJA) in New York City and Washington, DC.
- Provides labor support for ABC Network News, WPVI-Philadelphia, ESPN.

#### Collective Bargaining Negotiations:

- Alongside members of the Labor Relations Department, negotiates collective bargaining agreements and represents ABC’s interest in mutual bargaining with NBC and CBS.

- Conducts research, compiles data, and handles statistical and financial analysis (including creating adaptable costing models) for collective bargaining.
- Drafts Memorandums of Agreement and updated Collective Bargaining Agreements.
- Ensures proper communication and interpretation of updated terms to relevant business units.

#### Daily Labor Relations:

- Provides daily contract interpretation for business unit managers.
- Maintains relationships with leaders across the Company (Managers, HR Business Partners, Payroll Analysts, etc.) as well as union leaders and business representatives.
- Active participant in the grievance and arbitration process, negotiating and drafting settlements.
- Labor Relations representative for major ABC Network audits.

#### Human Resources and Compliance:

- Remains abreast of Federal, State and City employment, labor, and discrimination requirements to advise business unit Managers on implementation.
- Serves as labor representative in Employee Relations investigations and disciplinary meetings.

### **Roundabout Theatre Company**

*Manager of Administration & Labor Relations*

New York, NY

10/2021 - 10/2023

#### Commercial Production Rentals:

- Negotiated and administered Licensing Agreements for commercial production rentals in our three Broadway theatres.
- Negotiated on behalf of Roundabout on all issues that arise with rental productions (financial terms, License Agreement interpretation, use of all spaces throughout the buildings).
- Maintained relationships with Producers and General Managers throughout the industry, to preserve the relationship with productions currently occupying our theatres and foster opportunities for future rentals.
- Liaised with representatives of other Broadway Theater Owners to determine best practices.
- Liaised between productions and Roundabout's newly established commercial ticketing platform, Criterion—diving deep into various processing and personnel issues to aid in the launch of the platform.
- Negotiated and administered Ticket Buy Agreements with commercial rentals.

#### Labor Relations/General Management:

- Negotiated, drafted and administered union Agreements for unions with which Roundabout has a direct relationship (IATSE Local One, Local 764, Local 798, Local 751, Local 306, Local 802, and ATPAM).
- Line of contact to LORT Counsel and other LORT Theatres on best practices for LORT Agreements.
- Attended bi-annual LORT Meetings as representative of Roundabout, engaging with not-for-profit theatres across the county.
- Handled labor grievances across Roundabout and LORT Agreements as well as Broadway League Agreements for Commercial Theatrical Rentals.
- Provided contract interpretation to General Managers, Company Managers, House Managers, Finance, and all other departments throughout the organization. Found creative and equitable solutions to complex problems to maintain and establish best practices.
- Participated in strategic planning, specifically with the focus on how union relationships and Agreements affect Roundabout's short- and long-term goals around financial solvency and EDI/AR commitments.
- Ensured proper communication of updated union terms to relevant internal and external stakeholders. Oversaw maintenance of existing databases and creation of new databases for storing essential past practice and history regarding negotiations, disputes, grievances and arbitrations.
- Served on Pay Equity Committee of Roundabout's Transformation Team, strategizing practical solutions to address inequities across our stages and offices.

#### Administration:

- Reviewed contracts on behalf of General Management and departments throughout the organization.
- Collaborated with Finance and Human Resources to resolve challenges related to employment and payroll practices (i.e. employee classification, labor law compliance).
- Worked with Chief Administrative Officer to review and administer vendor and partner agreements.
- Coordinated with Facilities & Operations to solve complex problems with regard to how building operations, improvements affect relationships with employees, unions and commercial production rentals.

- Maintained Roundabout's trademark registrations.
- Managed Administration Associate (alongside Director of Administration).

## **The Broadway League**

*Manager of Labor Relations Analytics*

New York, NY  
10/2018 – 10/2021

### Collective Bargaining Negotiations:

- Conducted research, compiled data, and handled all statistical and financial analysis (including creating adaptable costing models) for collective bargaining for seventeen bargaining units across fourteen unions.
- Participated in bargaining – strategizing alongside Director and Associate Director of Labor Relations, League Labor Committee, and League Labor Counsel.
- During the COVID shutdown, stepped up to take on multiple direct negotiations on return to work terms with Broadway and Broadway Touring unions. Including working directly with IATSE and AFM leadership to close out negotiations and finalize the COVID Safety Protocols for all IATSE and AFM members on Broadway and Broadway National Tours.
- Drafted Memorandums of Agreement and updated Collective Bargaining Agreements.
- Ensured proper communication and interpretation of updated terms to League Member Employers.

### Daily Labor Relations:

- Generated solutions and resolved disputes between League Member Employers and unions based on past practice and industry best practices with an eye towards the future of creating a beneficial established practice for League members.
- Provided daily contract interpretation for League Member Employers and their representatives (Theatre Owners, Producers, General Managers, Company Managers, Press Agents, etc.)
- Active participant in the grievance and arbitration process.
- Maintained existing databases and created new databases for storing essential past practice and history.

### Human Resources and Compliance:

- Remained up to date with Federal, State and City employment, labor, and discrimination requirements to aide in administering advice on implementation of such requirements to League Member Employers.

## **Roundabout Theatre Company**

*Administration Assistant, Administration Associate*

New York, NY  
10/2016 – 10/2018

### Human Resources/Employee Development/Administration:

- Worked closely with the Chief Administrative Officer and Director of Human Resources to overhaul Roundabout employee engagement-- creating volunteer programs, establishing inter-departmental committees, reimagining All Staff Meetings, improving the hiring and onboarding process and participating in the creation of Roundabout's first Equity Diversity and Inclusion Statement.
- Assisted in management of commercial rentals, updated organization wide procedural materials.
- Worked with CAO and Director of Facilities on a complete renovation of Roundabout's offices.
- Supervised Management Department Apprentices and Interns.

### NYC City Capital Projects:

- Tracked capital project budgets and facilitated all reimbursement of multi-million-dollar Capital Pledges from Department of Design and Construction and Department of Cultural Affairs.
- Drafted applications for future funding from NYC's DCLA.

### Labor Relations:

- Participated in collective bargaining negotiations, developing proposals and counter proposals.
- Research and assessment of financial impacts of negotiations and grievances.
- Provided interpretation on union Agreements and their effect on payroll and practice issues.
- Liaised with union representatives and League of Resident Theatre Counsel on contract issues.

### Assistant to the Managing Director:

01/2016 - 10/2016

- Provided executive support including managing calendar, tracking expenses, etc.
- Liaised between the Managing Director and the rest of the organization, particularly the General Management, Marketing, Finance, I.T., Human Resources, and Audience Services Departments
- Generated memos and proposals for circulation to Roundabout staff and Board Members.

- Point of contact for the Board of Directors' Investment, Audit and Budget Committees.

## **Creative Artists Agency**

*Executive Assistant to Theatrical Agent*

New York, NY  
07/2014 – 04/2015

- Provided executive support for agent to playwrights, composers, lyricists, directors and designers.
- Processed licensing requests, client contracts and all client payments.

## **EDUCATION**

- Royal Academy of Dramatic Art & Birkbeck College, London, UK - MA with Distinction in Text and Performance - 2013
- Vanderbilt University, Nashville TN - B.A: English and History Interdisciplinary and Theatre, Cum Lade – 2012

## **CERTIFICATIONS**

Registered New York State Notary

Cornell University, Certificate in Labor Relations (expected, November 2024)

## **VOLUNTEER EXPERIENCE**

The Trevor Project - Chat Representative – 2020-present

## **AWARDS/RECOGNITIONS**

Vanderbilt University, Sesquicentennial Grant Program – 2023-2024

Eugene O'Neill Theatre, National Playwrights Conference, Semifinalist, 2020 & 2021