

Grace Hoeltje

Theatrical Services Supervisor | Theatre Arts/Audio Recording Student

609-781-5892 | gracehoeltje@gmail.com | gracehoeltje.com | [LinkedIn](#) | Greater Philadelphia Area

EDUCATION

B.A. Theatre Arts - Tech/Design

Minor in Audio Recording

Rowan University, Glassboro, NJ

September 2022 - May 2026

3.8 GPA

CERTIFICATIONS & SKILLS

AUDIO:

- Dante Level 3 Certified
- HELA Certified
- **Softwares:** QLab, ProTools, Logic Pro
- **Consoles:** Yamaha QL/CL series, Behringer M32, Allen & Heath Qu-16
- Advanced in FOH/monitor mixing techniques, audio troubleshooting, studio recording, post-production editing, and electrical/data signal flow

MISC:

- OSHA 10 Certified
- **Softwares:** Vectorworks
- **Misc:** Stage management, leadership, communication, scenic painting, tech rider documentation, soldering

EXTRACURRICULARS

- USITT (United States Institute of Theatre Technology) Student Chapter
 - President (2025-26)
 - Secretary (2024-25)
- Rowan Lab Theatre
 - Technical Director (2025-26)
- Campus Players
 - Senator (2023-24)
- Alpha Psi Omega (Theatre Honor Society) (2023-)

WORK EXPERIENCE

Theatrical Services Supervisor Sesame Place Philadelphia May 2025 - PRESENT
Langhorne, PA

- Responsible for training and leading a team of technicians and interns in daily operation and maintenance of entertainment offerings, set and theming installations, and special events
- Create SOPs for select entertainment venues and seasonal entertainment offerings
- Perform daily opening and closing procedures for six distinct entertainment venues
- Manage troubleshooting and maintenance of audio, lighting, and low-voltage electrical issues
- Draft and pitch entertainment and theming concepts for show quality improvements

Entertainment Technician Sesame Place Philadelphia May 2024 - Apr. 2025
Langhorne, PA

- Operated audio, lighting and special effect elements (bubble, fog, confetti) for live shows and special events
- Operated Lawless Industries parade vehicles including floats and whirlys
- Responsible for inspection and maintenance of parade vehicles, props, and effects
- Installed/striking seasonal event decor and theming

Audio Engineer Rowan Univ. Recording Studio Sept. 2024 - May 2025
Glassboro, NJ

- Managed audio gear load in, troubleshooting, operation, and load out
- Tested and took inventory of cables, instruments, DIs, and microphones
- Provided technical support during studio recording sessions

Student Sound Designer Rowan University Sept. 2022 - PRESENT
Glassboro, NJ

- Create immersive soundscapes and sound effects for theatrical productions using DAW softwares, mainly ProTools, based on dramaturgy research and director feedback
- Document signal flow and PA placement, created ground plans and stage plots in Vectorworks to allow for efficient troubleshooting and to prevent patch/signal flow issues
- Source audio from both original recordings and audio libraries
- Create audio playback cues using QLab 5 and program scenes into Yamaha QL5/CL5 digital consoles, integrate cues into performances during technical rehearsals

Student Stage Manager Rowan University Sept. 2022 - Oct. 2025
Glassboro, NJ

- Partnered with producers and directors to create organized production and rehearsal schedules
- Facilitated communication between director, cast, and crew; created and managed documentation for all production meetings, rehearsals, and performances
- Called sound and light cues for theatre and dance productions via comms system
- Ensured safety of performers by facilitating fight, lift, and fall calls