

# Grace Hoeltje

Theatrical Services Supervisor | Theatre Arts/Audio Recording Student

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## 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
- Q-SYS Certified
- SMAART Operator Certified
- HELA Certified
- **Softwares:** QLab, ProTools, Logic, Q-SYS Designer
- **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
- IVES Forklift Operator Certified
- **Softwares:** Vectorworks
- **Misc:** Stage management, leadership, communication, scenic painting, tech rider documentation

## EXTRACURRICULARS

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

## WORK EXPERIENCE

|   |   |                        |
|---|---|------------------------|
| <b>Theatrical Services Supervisor</b>   | Sesame Place Philadelphia<br>Langhorne, PA    | May 2025 - PRESENT     |
| <ul style="list-style-type: none"><li>• 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</li><li>• Create SOPs for select entertainment venues and seasonal entertainment offerings</li><li>• Perform daily opening and closing procedures for six distinct entertainment venues</li><li>• Manage troubleshooting and maintenance of audio, lighting, and low-voltage electrical issues</li><li>• Draft and pitch entertainment and theming concepts for show quality improvements</li></ul>                       |   |                        |
| <b>Entertainment Technician</b>   | Sesame Place Philadelphia<br>Langhorne, PA    | May 2024 - Apr. 2025   |
| <ul style="list-style-type: none"><li>• Operated audio, lighting and special effect elements (bubble, fog, confetti) for live shows and special events</li><li>• Operated Lawless Industries parade vehicles including floats and whirlys</li><li>• Responsible for inspection and maintenance of parade vehicles, props, and effects</li><li>• Installed/striking seasonal event decor and theming</li></ul>   |   |                        |
| <b>Audio Engineer</b>   | Rowan Univ. Recording Studio<br>Glassboro, NJ | Sept. 2024 - May 2025  |
| <ul style="list-style-type: none"><li>• Managed audio gear load in, troubleshooting, operation, and load out</li><li>• Tested and took inventory of cables, instruments, DIs, and microphones</li><li>• Provided technical support during studio recording sessions</li></ul>   |   |                        |
| <b>Student Sound Designer</b>   | Rowan University<br>Glassboro, NJ             | Sept. 2022 - PRESENT   |
| <ul style="list-style-type: none"><li>• Create immersive soundscapes and sound effects for theatrical productions using DAW softwares, mainly ProTools, based on dramaturgy research and director feedback</li><li>• 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</li><li>• Source audio from both original recordings and audio libraries</li><li>• Create audio playback cues using QLab 5 and program scenes into Yamaha QL5/CL5 digital consoles, integrate cues into performances during technical rehearsals</li></ul> |   |                        |
| <b>Student Stage Manager</b>  | Rowan University<br>Glassboro, NJ             | Sept. 2022 - Oct. 2025 |
| <ul style="list-style-type: none"><li>• Partnered with producers and directors to create organized production and rehearsal schedules</li><li>• Facilitated communication between director, cast, and crew; created and managed documentation for all production meetings, rehearsals, and performances</li><li>• Called sound and light cues for theatre and dance productions via comms system</li><li>• Ensured safety of performers by facilitating fight, lift, and fall calls</li></ul>   |   |                        |