





CAITLIN SPRAGUE

Producer • Project Manager • Writer

CONTACT

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SKILLS

Business Development:

- Client interfacing
- Public speaking
- Research & evaluation
- Community outreach & engagement

Creative & Technical:

- Interpretive planning
- Writing - narrative & interpretive
- Content strategy
- User Flow Experience
- Introductory projection mapping

Project Management

- Team management
- Budget, schedule, & scope management
- Scrum & Agile
- Kanban & Gantt charts
- Miro, Milanote, Jira
- Monday, Asana, Trello, & Smartsheet

LANGUAGES

Japanese: professional proficiency

Spanish: conversational

EDUCATION & CERTIFICATIONS

- Certificate in **Interpretive Planning**, NAI - in progress
- Certified **Scrum Master** (CSM) - in progress
- Certificate in **Project Management** (CPM)
- Master of **Social Work** (MSW)
Concentration: International & Community Development
- Bachelor of **Individualized Studies**
Marketing, Family Social Science, and Asian Languages & Literature

PRODUCTION & WRITING EXPERIENCE

Creative Producer AUG 2021 - PRESENT

Blue Telescope | New York, NY & Orlando, FL

- Manage the production of digital interactives and exhibits for museums, branded experiences, and trade shows
- Sample clients: Miami Children's Museum, Kennedy Space Center, NJ Hall of Fame, NY State Parks

Lead Producer MAR 2021 - PRESENT

Themed Experience Television (TETV)

- Produce the bi-weekly "A Day in the Life" TV series, featuring leaders of the themed entertainment industry

Project Manager | Founder 2014 - PRESENT

Wallpapered Cities / Milwaukee Mural Map | Wisconsin

- Produced **15** outdoor art galleries across Wisconsin & currently manage **3** in Milwaukee, WI
- Organize logistics for special events and art installation weeks

Writer, freelance DEC 2021 - PRESENT

Gemsouls (artificial intelligence platform)

- Write scripts for virtual characters, IP and original

Producer | Writer SEPT 2020 - NOV 2020

Magic Castle (via TECA) | Los Angeles, CA

- Wrote social media content, show scripts, and room treatments for Magic Castle's Halloween week
- Led a 6-person design team for the ideation, budgeting, and pitching of three themed rooms

EMPLOYMENT HISTORY

Program Manager, Horticulture

APRIL 2020 - AUG 2021

Washington State University

- Oversaw the nation's inaugural Master Gardener Program, which included over **500** participants, **76** diagnostic clinics, and **2** horticulture demonstration centers
- Led **strategic planning** for Washington's entire Master Gardener program (39 counties)
- Updated all structures, websites, programs, and trainings for **ADA** compliance
- Raised more than **\$38,000** during the 2020 pandemic for the Master Gardener Program

Program Manager, Horticulture - Southeast WI

MAR 2019 - MAR 2020

University of Wisconsin

- Oversaw over **60%** of Wisconsin's Master Gardener Program participants (**1,200+** persons)
- Managed over **80** public gardens, **15** demonstration gardens, **40** outreach projects, **4** diagnostic clinics, **2** nature centers, Wisconsin's largest botanical garden, and the WI State Fair's nature center
- Managed department employees and budgets for **4** counties

Milwaukee Federated Library System | Wisconsin

Director of Programming & Outreach

JUNE 2016 - FEB 2019

- Developed, marketed, and executed library programs, events, and fundraisers
- Coordinated community engagement efforts and headed public relations and sponsorships
- Broke the fundraising record in less than **6** months and increased sponsorships by **4,000%**

Young Adult Services Librarian

NOV 2015 - MAY 2016

- Handled reference questions and managed YA collections, programming, and displays
- Conducted community visioning sessions for the building of the new Mitchell Street Library

Researcher

AUG 2015 - DEC 2016

University of Wisconsin, Dept. of Social Welfare

- Collected, analyzed, and published the qualitative data of a **4-year study** examining the effects of incorporating trauma-informed practices into child welfare services for practical application
- Created survey and evaluation tools, trained data collectors, gathered historic data

Community Organizer | Youth Organizer

FEB 2014 - NOV 2015

Safe & Sound, Inc. | Milwaukee, WI

- Navigated community resources and collaborated with partners to address community needs
- Facilitated community visioning session and organized over **100** community events and projects
- Trained youth leaders and guided them through changing problems in their communities

MEMBERSHIPS

American Alliance of Museums | International Association of Amusement Parks & Attractions |
Society for Experiential Graphic Design | Themed Entertainment Association