



Rebecca R Wycoff

Contact:

(732) 615-8789

rebeccawycoff@gmail.com

rebeccarwycoff.com

Education

Elon University

Graduation: May 2025

GPA: 3.99

B.A. Theatrical Design and Technology & B.A. Media Analytics

Foundations For International Education (Spring 2024, London, UK)

Work and Leadership

Gan Yeladim Preschool at Rumson Jewish Center | Rumson, NJ

February 2026 - Present

Office Manager, Stage Manager, and Substitute Teacher

- Manage all school and summer camp enrollment forms, answer emails, and perform all billing needs.
- Assist the Director of "Gan Players" in the running of their most recent production of *The Little Mermaid*.

Royal Caribbean International | Royal Theatre and Two70, Odyssey of the Seas

July 2025 - February 2026

Technical Stage Staff

- Reconfigure the Royal Theatre and other ship venues for daily events and supporting nightly guest entertainers.
- Run a backstage track for both production shows, ensuring smooth cues, safe operations, and quick changes, in our CAT V5 and BlackTrax automated theater.

Elon University Moseley Front Desk | Elon, NC

November 2021 - May 2025

Transportation Manager and Front Desk Attendant

- Scheduled and organized all use of university vehicles used by groups, clubs, and professors across campus.
- Managed space requests for all on-campus events, while answering high-volume phone calls and emails.

Count Basie Center for the Arts | Red Bank, NJ

June 2024 - December 2024

Intern and Seasonal Stage Hand/Runner

- Assisted over 15 diverse productions, including rock concerts, comedy shows, and musicals with recent work on *Shrek the Musical* and *Elf: The Musical* national tour.
- Supported artists and production crews with load-ins, technical setups, and day-of-show logistics.

Young Actors Theatre of Islington | London, UK

March 2024 - April 2024

Production and Marketing Intern

- Assisted the Production Manager with any and all administrative needs, such as purchasing or pulling props and costumes, sending out emails, and creating spreadsheets.
- Created playbills, Instagram posts, and flyers, while supporting upcoming shows, classes, cabarets.

Production Work

Runner	<i>Arts for Autism: A Broadway Benefit Concert</i>	Arts for Autism	Art. Dir. Jacqueline Carnahan
Assistant Stage Manager	<i>Beautiful: The Carole King Musical</i>	Phoenix Productions	PSM: Dennis Tolentino
Stage Management Intern	<i>Once Upon A Mattress</i>	Pivot Theatre Company	Dir. Lisa Goldfarb
Stage Manager	<i>Legally Blonde</i>	Elon University	Dir. Courtney Liu

Skills and Certifications

Excel Certified • Google Workspace • Microsoft • Mac OS • Adobe Photoshop • Canva • StageWrite
Mobile Elevating Working Platforms Certified • Basic EOS Console Skills • Single Purchase Fly System Trained
RoboSpot • QLAB • Reads Music • Intermediate Dance • Certified N.J. Drivers License • U.S. Passport