

KATHERINE PAEZ FROEHLICH

MFA 1 Candidate – Class of 2023

PRODUCTION MANAGER
PRODUCER



About Me



Katherine Paez Froehlich is a production manager/producer based in Los Angeles, CA. She has a history of always meeting her deadlines and keeping budgets in the black. She is a cheerful and tactful addition to the team. Katherine is fascinated by communication, building connections with others, and building a community through the arts and volunteerism.

Katherine is currently working on her MFA in Creative Producing & Production Management from California Institute of the Arts.

My Work



Spring 2021
School of Theater Virtual Festival 2021
Beyond the Stage
Associate Production Manager



Spring 2021
The Romeo & Juliet Experience
a triptych to love through isolation and loss
Producer

My Work

CaLARTS

SoT 2020-2021 Season Guidelines
Google Shared Drive Organization & Management

Scope:

The objective of this document is to transmit the process used to organize and manage the School of Theater Festival 2020-2021 Google Shared Drive (GSD).

Note: Due to accessibility challenges and for archival/future purposes, this change was implemented midway through the Pre-Production/Rehearsal Process. Production Management thanks the team for their flexibility.

Folder Structure:

The First Two Levels of Folders in the Google Shared Drive are depicted below.



- If you or your project requires edits to the first two levels of the Google Shared Drive please email Cian Pickron (sotfestivalpsm.2020.2021@gmail.com) and Katherine Paez Froehlich (katherinefroehlich@alum.calarts.edu) with your request.

Created: Jan.30.2021
Last Updated: Feb.09.2021
Created by: Katherine Paez Froehlich

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SoT 2020-2021 Season Guidelines – Google Shared Drive Organization & Management

These guidelines were created to support the push by Faculty for archiving show materials during the rehearsal process, instead of at the end of the process.

Linked [HERE](#)

My Work

CaLARTS

XDP Projects 2020-2021 Purchase Guidelines
Created by: Helen Jiahui Guo, Loren Marks, Katherine Paez Froehlich

Scope

The objective of this document is to serve as guidelines for the student to make purchases for their XDP Projects.

Step 1: Create a Budget

- Create a line item budget (List of items to be purchased) including all items in need of purchase for your project.
 - Keep in mind the final purchase price (price of item + tax + shipping = final purchase price) of each of your items.
 - Be sure to include any tax, shipping, or other miscellaneous costs.
 - Review with your team and mentor. If any changes need to be made, now is the time.
- Submit to Mentor for Approval. Once approval is received, you are free to purchase the item.

Note: You may have completed this step during the Fall Semester. If so, please share this documentation with the Production Management Team (See Step 3).

Step 2: Communication with PM Team

- After you have received approval from your mentor- please share your budget with the Production Management team.
 - Send the document to the PM team: jiahui@alum.calarts.edu, lorenmarks@alum.calarts.edu, katherinefroehlich@alum.calarts.edu

Step 3: Need Sheet Standard Operating Procedure

- [Need Sheet Form 2021](#) Before purchasing, you must fill out a "need sheet," and send it to your mentor for approval. A need sheet is a document informing your mentor on why you need whatever you are buying (Either online or in-store purchases).
- Create and send out the Need Sheet to Mentor. You will need the need sheet for both a purchase or a reimbursement.
 - Fill out Digital Need Sheet: Project/ Production Name, Department, Requestor's Info: Name, E-mail, ID's, Date Submitted, Vendor Info, Type of Need, Items – Hyperlinked, quantity, unit price, total
 - Save Sheets as PDF
 - Review order with department faculty or faculty mentor

Published on 02/12/2021
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XDP Projects 2020 – 2021 Purchase Guidelines

These guidelines were created to support the XDP Student Led Projects when making needed purchases.

Linked [HERE](#)

My Work

SoT Festival Proposed Programming Calendar

Proposed Programming Calendar - Draft 2 - 3/16/2021
PLEASE DO NOT DISTRIBUTE OUTSIDE OF FESTIVAL COMMITTEE

Color Key	
Festival Events	XDP
PS	XDP On Demand
MFA	Other SoT Events

Sunday May 2	Monday May 3	Tuesday May 4	Wednesday May 5	Thursday May 6	Friday May 7	Saturday May 8
Dark	Dark	OPENING EVENT	The Romeo & Juliet Experience @ 6pm	2020/2021 @ 6pm	just for loving you/I pay the price @ 5pm-9pm	C&W @ 2pm
	PORTFOLIO REVIEW DAY	Bobbie Clearly @ 8pm	To Remember a Friend @ 7pm	To Remember a Friend @ 7pm	Untitled Marigloria Palma @ 6pm	Bed, Bath, and Beyond @ 3pm & 7pm
		XDP - Preview	The Les Mis Project @ 7pm	For All Time @ 3pm	The Dangerous Ones @ 7pm	Animal Farm @ 6pm
		XDP - Preview	XDP On Demand Projects	Pel + Mel @ 8pm	C&W @ 8pm	Bobbie Clearly @ 8pm
				XDP On Demand Projects	XDP On Demand Projects	To Remember a Friend @ 9pm
						XDP On Demand Projects
Sunday May 9	Monday May 10	Tuesday May 11	Wednesday May 12	Thursday May 13	Friday May 14	Saturday May 15
Dark	Dark	Animal Farm @ 2pm	To Remember a Friend @ 2pm	Obsession @ 2pm	GRADUATION DAY	Dark
		The Arts are not a Luxury Item @ 3pm	The Dangerous Ones @ 3pm	The Arts are not a Luxury Item @ 3pm	CALARTS EXPO	
		For All Time @ 4pm	Bed, Bath, and Beyond @ 4pm	CLOSING EVENT @ 5pm	XDP On Demand Projects	
		Pel + Mel @ 6pm	The Romeo & Juliet Experience @ 6pm	Animal Farm @ 6pm		
		The Dangerous Ones @ 7pm	The Les Mis Project @ 7pm	For All Time @ 7pm		
		Untitled Marigloria Palma @ 8pm	Obsession @ 8pm	Bobbie Clearly @ 8pm		
		XDP On Demand Projects	XDP On Demand Projects	The Romeo & Juliet Experience @ 9pm		
				Kaleakar Bazaar @ ALL DAY		
				XDP On Demand Projects		

XDP On Demand
My Summer
Glass
Glass Landscape
Mask Masking for "The Romeo & Juliet Experience"
Colors Queer Bent

Draft 2 as of 3.16.2021

Final Proposed Draft of Week 2 as of 4.9.2021

I had the rewarding task of partnering with several members of the Festival Committee in order to create the Festival's Programming Calendar. It took several weeks of communication, surveys, and meetings to get to the final product.

Proposed Programming Calendar - Week 2 - Draft 7 - 4/9/2021

PLEASE DO NOT DISTRIBUTE OUTSIDE OF FESTIVAL COMMITTEE

Color Key	
Festival Events	XDP
PS	XDP On Demand
MFA	Other SoT Events

	Sunday May 9	Monday May 10	Tuesday May 11	Wednesday May 12	Thursday May 13	Friday May 14	Saturday May 15
ALL DAY EVENTS	DARK DAY	DARK DAY	XDP On Demand Projects Museum Obscurum* @ ALL DAY	XDP On Demand Projects Museum Obscurum* @ ALL DAY	XDP On Demand Projects Halekalek Obscurum* @ ALL DAY	XDP On Demand Projects GRADUATION DAY CALARTS EXPO	
SPOTLIGHT			Mask Masking for "The Romeo & Juliet Experience"	Glass	My Summer		
1:00 PM							
1:30 PM							
2:00 PM			Animal Farm @ 2pm - 2:30pm	Bed, Bath, and Beyond @ 2pm - 3pm	Obsession @ 2pm - 3:30pm		
2:30 PM			Jared Pflizer Title TBD #1 @ 3pm - 4pm		Jared Pflizer Title TBD #2 @ 3pm - 4pm	Bed, Bath, and Beyond @ 3pm - 4pm	
3:00 PM			For All Time @ 4pm - 4:30pm				
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM			2020/2021 w/ artist talk back @ 5pm - 6:30pm	Glass Talk back @ 5pm - 6:30pm	CLOSING EVENT @ 5pm		
6:00 PM							
6:30 PM							
7:00 PM			The Romeo & Juliet Experience #2 @ 7pm - 8pm	Obsession w/ Talkback @ 7pm - 9pm	Bobbie Clearly w/ talkback @ 7pm - 8:30pm	For All Time @ 7pm - 7:30pm	Bed, Bath, and Beyond @ 7pm - 8pm
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM			Untitled Marigloria Palma* @ 9pm - 10:30pm	C&W @ 9pm - 10:30pm	C&W @ 9pm - 10:30pm	The Romeo & Juliet Experience @ 9pm - 11pm	
10:00 PM							
10:30 PM							
11:00 PM							
11:30 PM							

XDP On Demand
Mask Masking for "The Romeo & Juliet Experience"
My Summer (Week 2 only)
Glass
Glass Landscape
Mask Masking for "The Romeo & Juliet Experience"
Kaleakar Bazaar
Untitled Marigloria Palma (Week 2 only, after May 11th)
Premiere @ 9pm - 10:30pm

My Work

caLARTS

Technical Guidelines for The Romeo & Juliet Experience
Created by: Katherine Paez Froehlich, PM/Producer

Scope:

The objective of this document is to serve as guidelines for the technical set up of actors in "The Romeo & Juliet Experience"

Step 1:

Download OBS on your computer (PC, Mac, or Linux)

<https://obsproject.com/>

Step 2:

iPhone Users: Download the App [EpocCam](#)

- The Pro application has a cost of \$7.99
- Actors have been asked to purchase and download to their phones
- Please email receipt including your name and cost to katherinefroehlich@alum.calarts.edu

Android Users: Download the App [Iriun](#)

- The Pro application has a cost of \$6.99
- Actors have been asked to purchase and download to their phones
- Please email receipt including your name and cost to katherinefroehlich@alum.calarts.edu

Step 3:

iPhone Users: Download EpocCam Drivers linked [Here](#)
Android Users: Download Iriun Drivers at linked [Here](#)

Created: Mar. 04.2021
Last Updated: Mar. 04.2021
Created by: Katherine Paez Froehlich

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Technical Guidelines for The Romeo & Juliet Experience

These guidelines were created for the cast members as they recorded their various scenes. These guidelines led them step by step on how to connect their laptop to OBS, Zoom, EpocCam, and how to Record themselves. I also offered additional technical support and guidance over Zoom in partnership with the School of Theater Production Manager.

Linked [HERE](#)

Other Work at CalArts



During the 2021 Winter Session, I took a course to learn how to use the free software Open Broadcaster Software (OBS).

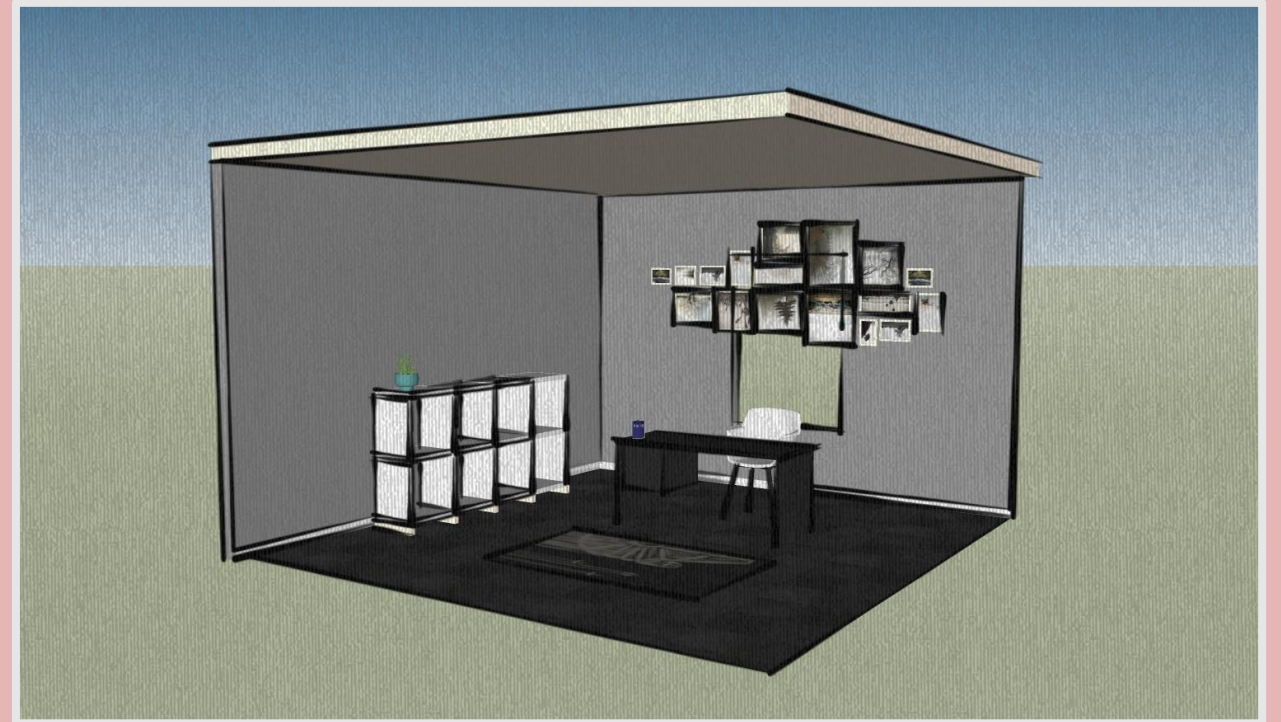
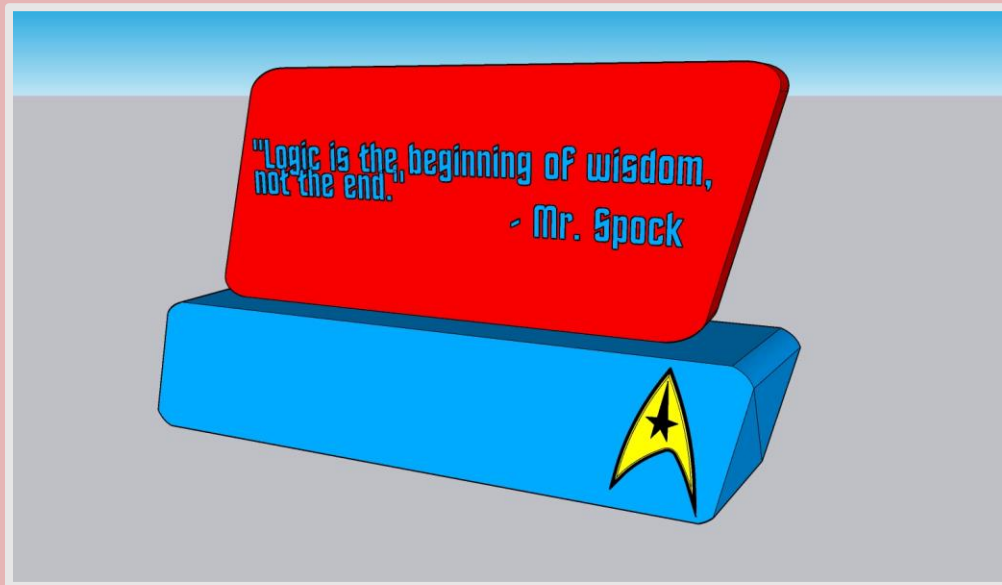
The objective of this assignment was to create a fictional “Breaking News” Segment.

Linked [HERE](#)

Other Work at CalArts

During the 2021 Spring Session, I took an Independent Study course to learn how to use Sketchup.

Here are some images of my favorite assignments.



Other Work at CalArts

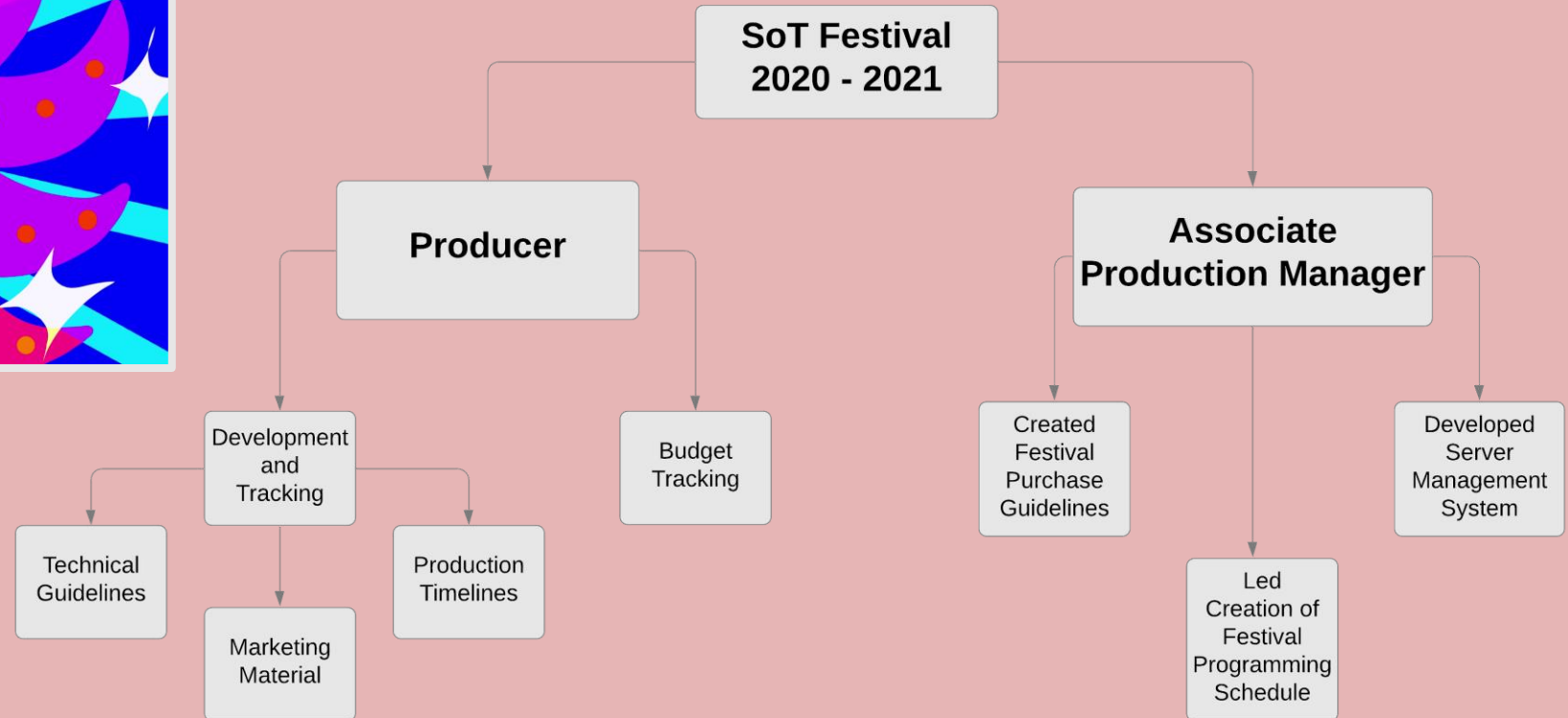


During the 2021 Spring Session, I took the course Interpretative Strategies for Performance.

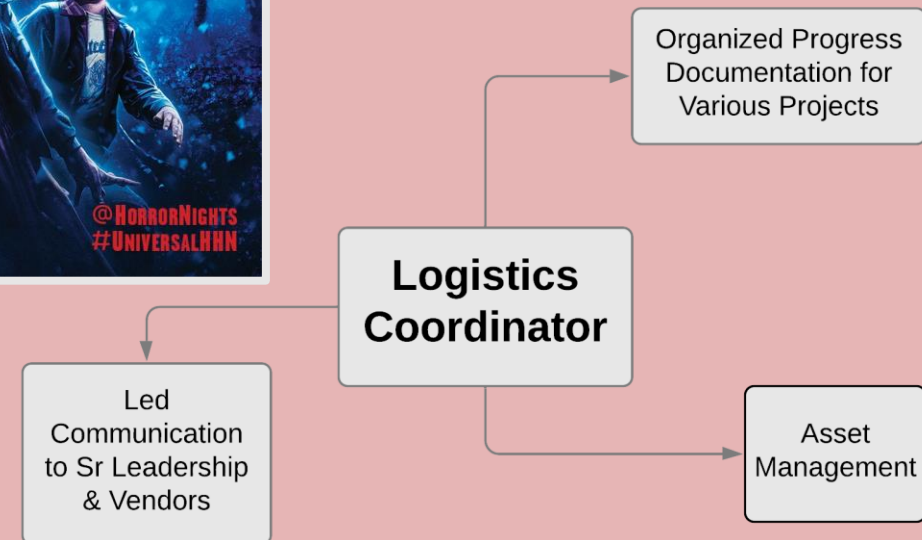
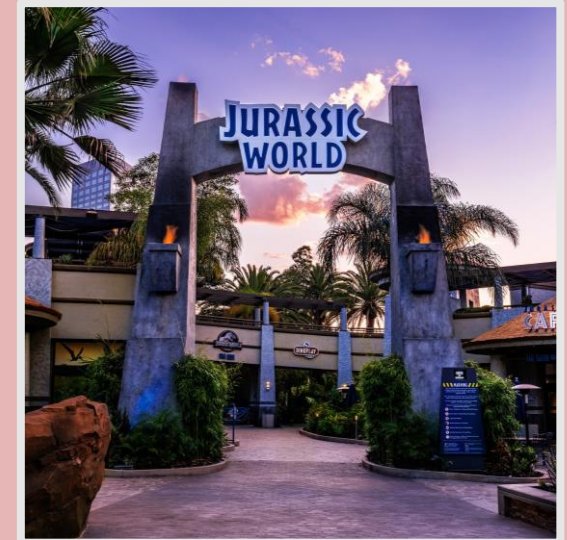
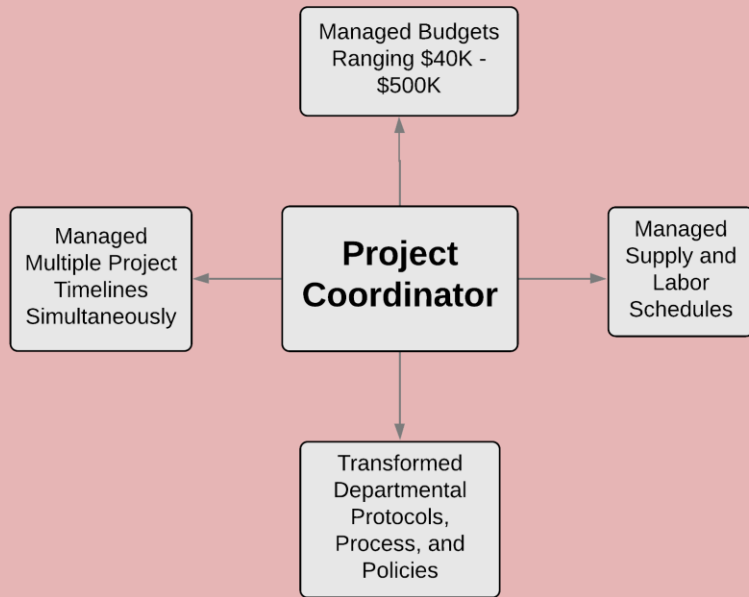
For our final project, my group wanted to focus on the Zoom Fatigue we've all encountered during this past year. Through our conversations about what helps us disconnect and recharge, we arrived at our exploration, *sit down, shut up, and listen (an asmr experience)*.

Linked [HERE](#)

Select Academic Experience

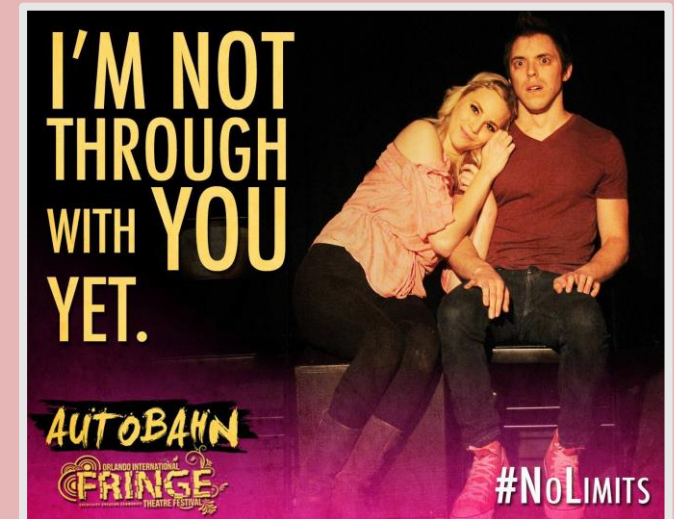


Select Theme Park Experience



Select Theatrical Experience

My Career began with Stage Management in 2009. These are just a few of the shows where I've served in a Stage Management capacity.



Education



2021 - 2023
California Institute of the Arts
MFA in Creative Producing & Production Management
Valencia, CA



2008 - 2013
Florida International University
BA in Theatre Arts; Stage Management
Miami, FL

Let's Chat



- Email me at katherinefroehlich@alum.calarts.edu
- Follow me on [LinkedIn](#)
- Catch **The Romeo & Juliet Experience** during the School of Theatre Virtual Festival, May 4th – 14th 2021 visit theaterfest.calarts.edu