

Margi Stephens, CAPM

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Audio Show Reel: heiplestephens.com

HEIPLESTEPHENS AUDIOBOOKS

Hagerstown, MD

Producer/Editor

2014-Present

- Record and engineer scripted voiceover and audiobook content for upload to the ACX marketplace for ultimate sale on Audible.com. Post-production editing in various software applications including Audacity and Pro Tools to align with professional audio formats to produce finished product. Mixing and mastering audio files.
- Negotiate and fulfill contracts with rights-holders, maintain file system, audio equipment and recording environment.
- Perform quality control, upload completed projects to ACX specifications.

FROSTBURG STATE UNIVERSITY

2008-2009

Assistant Director of Technical Services, Cultural Events Series

Managed production requirements for 9-show season in multiple venues, supervised interns, grew and trained crew, advanced show technical riders, solicited quotes and awarded contracts

Achievements

- Managed technical production needs for performances in multiple venues; scheduled equipment rentals, transportation, hospitality and hotel services.
- Transported, set up equipment and ran shows as needed; Relay for Life 2009 tent audio.
- Supervised student work crew; increased staffing levels from 8 to 15 people
- Artists included Kathy Mattea, Tomaseen Foley, BoysLikeGirls/Vedera concert, George Winston, Esperanza Spaulding, Maryland State Orchestra, children's theater groups

WALT DISNEY WORLD ENTERTAINMENT

1998-2008

WDE Entertainment encompasses daily shows as well as Conventions and Special Events. Epcot is the location of World Showplace, the largest in-berm convention facility and has production responsibility for Disney's Wide World of Sports and Downtown Disney.

Epcot Show Support Facility Crew Chief

- Coordinated daily operations for Production Services department; single point of contact for over 10,000 individual equipment orders for events ranging from business meetings to conventions and property-wide marathons.
- Supervised warehouse security, inventory control, transportation and maintenance of equipment; made capital expenditure recommendations.
- Managed employee performance, addressed employee concerns, maintained adequate staffing levels and facilitated team development.

Achievements

- Set up, maintained and ran sound for Rondo Veneziano, Italy Pavilion.
- Provided audio feeds for video as needed for event recording and broadcast.

LIVE AUDIO & RECORDING

Windsor Hall Blues Series, 2009-10
Frostburg State University: “Our People, Our Place, Our Coal”
EPCOT Italy Pavilion: Rondo Veneziano engineer
Children’s Theatre Company (5 years)
Illusion Theater, Mixed Blood Theater, Guthrie 2 (Designer)
Ringling Brothers & Barnum and Bailey Circus, 124th Blue Unit
Hey City Stage (“Forever Plaid”)
Spirit Square Art Center
Playwright’s Horizons (3 shows including “Once on This Island”)
Chautauqua Institution
Limekiln Arts
Yale Repertory Theater sound operator
Syracuse Stage sound design/engineer
TheaterVirginia (2 seasons)
The Lost Colony (2 years)
Daedalus Productions (2 tours)
Chamber Theater Productions (3 tours)

Cumberland, MD
Frostburg, MD
Lake Buena Vista, FL
Minneapolis, MN
Minneapolis, MN
100% travel
Minneapolis, MN
Charlotte, NC
New York, NY
Chautauqua NY
Lexington VA
New Haven, CT
Syracuse, NY
Richmond, VA
Manteo, NC
New York, NY
Boston, MA

SOFTWARE PROFICIENCY

Audacity, Sound Forge, Protools. Microsoft Office, including Outlook, Word, Excel, PowerPoint, Access. Publisher, Wordpress, Rumba & other proprietary systems, SAP Purchasing module, R2 & HITS inventory systems.

AUDIOBOOKS

Currently Available

Jennifer Reynolds: “Shifter,” “Resistant,” “Outcast.”
Scott Hale: “The Bones of the Earth.”

CERTIFICATIONS

MCSA Windows 7 Help Desk
Institute of Audio Research
CAPM Project Management Certification

April 2014
Certificate in Recording Technology
May 2017

EDUCATION

Master of Arts
Bachelor of Arts

Arts Administration
Theater

Goucher College, MD
Indiana University of PA