

Karen Loftus

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OVERVIEW

Instructional Designer, eLearning Developer, and Program Manager with experience in creating engaging content utilizing adult learning theories. Experience with in-person, virtual, on-demand, and blended learning environments. Additional experience in graphic design and UX design.

EXPERIENCE

Program Manager – Theatrical Workforce Development Program, Roundabout Theatre Company, NYC

- Build a three-year technical theatre training program for New York City residents
- Partner with and support stakeholders, SMEs, program staff, and program participants
- Onboard all program participants utilizing created and curated training materials
- Track and analyze data, feedback, and anecdotal research to implement program improvements
- Administer the LMS and build in-person, virtual, and on-demand learning experiences for both program participants and instructors using adult learning theories and the following tools: Adobe Creative Suite, Articulate Storyline, Adobe Captivate, Camtasia, Adobe Premiere Pro
- Liaison with potential employers, program donors, and press when needed
- Oversee all schedules, budgets, operating guidelines, and other program administration needs utilizing Microsoft 365 and Google Suite

eLearning Developer – C3 Compliance Learning, Remote

- Storyboarded compliance training curriculum for stakeholder approval
- Developed eLearning courses using Articulate 360, Storyline

Curriculum Developer – Theatrefolk/Drama Teacher Academy, Toronto, Canada

- Create professional development courses for theatre teachers internationally
- Facilitate in-person workshops at select conferences and participate in online learning panels
- Co-Author of books on instructional strategies and methods in distance learning

Instructor, Graphic and Multimedia Design - Media Arts Center, New Haven, CT

- Taught workshops in Graphic Design
- Mentored participants through project-based learning so that each workshop ended with a completed independent project

Graphic Designer and Website Developer - Vega Applications Development, Media, PA

- Interviewed clients to determine their UX needs for websites and web applications.
- Designed and created UX for web-based applications and websites using HTML, CSS, Javascript, and basic ASP as well as Adobe Photoshop and Illustrator
- Served as Quality Assurance and Usability tester for web-based products

Interface Designer - bigchalk.com, Malvern, PA

- Served as part of a team of UX developers to create the UI for the online educational resource “Electronic Library” using Adobe Photoshop and Illustrator
- Created program tutorials using Adobe Creative Suite

Fine Arts Department Head | Theatre Director - St. Cloud High School, St. Cloud, FL

- Oversaw and supported a department of four arts teachers in a Florida DOE school
- Taught courses including Comprehensive Theatre, History and Literature, and Stagecraft
- Created blended learning environment for students using an LMS (Moodle)
- Served as a Florida Digital Educator to mentor colleagues in the use of educational technology

RELATED EXPERIENCE

Entertainment Manager for the Walt Disney World Resort and Walt Disney Company

- Stage managed shows and events at the Walt Disney World Resort and publicity events in NYC
- Managed and supported talent, technicians, and other cast members
- Oversaw scheduling, payroll, and other administrative responsibilities

Production Manager/Stage Manager for various theatre companies throughout the country.

- **REGIONAL:** Illinois Shakespeare; Philadelphia Shakespeare; Irvine Barclay Theatre in CA; New American Theatre in Rockford, IL. **NYC:** Manhattan Theatre Club; Circle Rep; The Vineyard Theatre; New York Classical Theatre; Blue Man Group.

EDUCATION

- eLearning and Instructional Design Certificate – *University of California, Irvine*
- M.F.A. Design and Production – *University of California, Irvine*
- B.A. Theatre – *DeSales University*
- Teacher Certification – *Florida Southern College*

Additional Training

- Instructional Design Company - ID Accelerator Course
- Google UX Certification - In progress

SKILLS

eLearning Development

Articulate Storyline, Articulate Rise, Adobe Captivate, Camtasia

Graphic, Animation, and Video

Adobe Creative Suite, Adobe Animate (beginner), Adobe Premiere Pro

Learning Management Systems

Canvas, Moodle, Haiku (Powerschool), Google Classroom

Communication and Administration

Microsoft 365: Teams, Sharepoint, Outlook, Planner, Google Suite, Zoom, Zoom Webinar, Webex, Google Meet, Trello, Slack, Crew, Windows, Macintosh

Portfolio Site: www.karenloftus.info