

# Allison Gamlen

Arts Educator  
Theatre Director  
Event Producer

Experienced Leader  
Courageous  
Compassionate  
Collaborative

415.269.3187

[allison.gamlen@gmail.com](mailto:allison.gamlen@gmail.com)

[LinkedIn Profile](#)

## PROFILE

Award-winning theatre instructor and director with 15 years of teaching, directing, and leadership experience at the elementary, middle, and high school levels. Passionate and dynamic educator who can motivate students from all age groups and abilities to achieve their highest potential. Organized, goal-oriented director with a proven record of producing over 50 financially successful and high-caliber theatre events. Teaching and directing skills have enabled students to enhance their performances, win numerous awards, and attend competitive performing arts colleges and training programs. Served as a district Career Tech Ed (CTE) Coordinator and led a team of 43 teachers in various career courses. Actively involved in educational committees and associations.

## PROFESSIONAL EXPERIENCE *(selected)*

**San Mateo County Office of Education, San Mateo, CA**      Arts Coordinator - September 2022 - present

- *Develop and oversee visual and performing arts programs in the San Mateo County K-12 schools to ensure equitable arts access and smooth and efficient operation.*
- *I support teachers, provide professional development and training on equity and the arts, set curriculum objectives and guidelines, liaise with schools, districts, and the state, delegate tasks among arts staff, and produce events.*

**American Conservatory Theater, San Francisco, CA**      Young Conservatory Director - January 2022 - present

- *Direct and instruct audition-based Young Conservatory (YC) middle and high school musical theatre groups in preparation for quarterly themed cabaret performances*
- *Managed scheduling, communications, and collaboration with A.C.T. staff and stakeholders at all levels throughout the rehearsal and performance process*

**San Leandro High School, San Leandro, CA**      Theatre Director and Arts Educator - August 2021 - July 2022

- *Directed and produced two mainstage productions annually. Responsibilities include casting, staffing, training, and rehearsals; managing teams of designers, production teams, volunteers, performers, and crew; budgeting, scheduling, marketing, and social media campaigns; sourcing design elements, posters, banners, signage, program design, and printing, and handling every detail of the audience, performer, crew, and staff experience.*
- *Taught beginning theatre and video production classes with all original standards-based curriculum*

**San Mateo Union High School District, San Mateo, CA**      CTE Coordinator - June 2019 - July 2021

*The CTE program provides career training and work-based learning experiences to 9000 high school students*

- *Created and managed four annual District Wide Industry Day Events, during which Industry professionals, CTE students, and CTE staff at the site and district level meet for a day of career learning experiences. Managing these events include renting and coordinating separate facilities for a keynote speaker, dining, and breakout rooms, booking industry professionals, training staff across the district, creating organized prep materials for all involved, ordering food, managing signage, audio, AV, HVAC and wifi, creating graphic, flyers and press releases, and every tiny detail to help these events run smoothly.*
- *Facilitate District-wide Professional Development events focused on curriculum, equity practices, and anti-racist CTE pedagogy*
- *Provide leadership and technical expertise in the development of technology use*

- Grant writing, reporting and managing three federal and state CTE grants annually, totaling over \$1M
- Administer the CTE district budget and other grants to ensure that programs are cost-effective and spending is data-based

**Hillsdale High School, San Mateo, CA**      Drama/Tech Theatre/Video Instructor - August 2008 - July 2021

- Directed and produced three mainstage productions annually, over 50+ shows. Responsibilities include casting, staffing, facility rentals, training and rehearsals, managing teams of designers, volunteers, performers, and crew, budgeting, scheduling, marketing and social media campaigns, sourcing design elements, poster, banner, signage, and program design and printing, and handling every detail of the audience, performer, crew, and staff experience.
- Co-produced various community/family on-campus events, including Back to School Night, Open House, Incoming Freshman Night, an Annual Film Festival, a Talent Show, and graduation. Responsibilities include facilities scheduling, communications, graphic design, and web design, creating and printing event programs, creating and running presentations, securing AV team and facilities management team
- Taught beginning, intermediate, and advanced theatre, video production, and tech theatre classes
- Facilitate staff-wide Professional Development Activities, including Improv and Restorative Practices
- Served as VAPA and CTE Department Chair for 7 years, led departments through several cycles of inquiry
- Drama Club/Improv Club Director

**RELEVANT TRAINING AND PROFESSIONAL DEVELOPMENT**

- Race-Work - Dr. Lori Watson, Sept 2022-present
- Universal Design for Learning - Katie Novak, Spring 2022
- Liberatory Design - National Equity Project, Fall 2022
- Grading for Equity - San Mateo Union High School District, Sabbie Hopkins, August 2020 - May 2021
- Anti-Racist Theatre - Broadway Teachers Workshop, Nicole Brewer, Summer 2020
- Social Emotional Learning - Hillsdale High School, various, 2018 - May 2021
- Bay Area Video Coalition - Video Production, Final Cut Pro 7, 2009
- South Coast Repertory - Advanced Acting, 2006 - 2007
- Studio A.C.T. - Audition Technique, Shakespeare, 2002 - 2003
- Meisner Technique - Ian McRae Acting Studio - 2 year Intensive Program, 2000 - 2002
- Dance Training - Tap, Jazz, Ballet, Samba, Salsa, Hip Hop, Swing, 1985 - Present

**EDUCATION**

<b>San Mateo County Office of Education</b> Administrative Services Credential	<i>in progress</i>
<b>University of California at Berkeley Extension</b> Clear Career Technical Education Credential	<i>Summer 2017</i>
<b>University of the Pacific</b> Masters of Arts in Education	<i>January 2010</i>
<b>San Francisco State University</b> Clear English/Drama Credential	<i>January 2007</i>
<b>San Francisco State University</b> Bachelor of Arts in Theatre, Acting/Directing emphasis	<i>May 2002</i>
<b>University of California at Santa Cruz</b> Progress towards BA, Acting/Directing/Asian Theatre styles emphasis	<i>1995 - 1998</i>