

CONTACT

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CORE SKILLS

Administrative/Leadership/ Production Skills

- Production, Program & Project Management
- Budgeting & Fundraising
- Scheduling & Calendar Management
- Outreach & Networking
- Coordination with external collaborators
- Teaching & Curriculum Design
- Mentorship & Community Engagement
- Writing & Proofreading

Technical Proficiencies

- Project Management software (Notion, Monday.com, Asana)
- Google Workspace (Calendar, Sheets, Docs, Power Point)
- Video Editing (DaVinci Resolve) & Audio Editing (GarageBand)

Creative/Dance & Performance Skills

- 6 original concert works
- 7 original dance films created
- Performed in multiple styles (Contemporary, Ballet, Kathak, Odissi, Folk, Hip-Hop)

GRANTS & SCHOLARSHIPS

- Career Development Grant 2021 & 2022
- Semans Arts Fund Grant 2025

Trisha Mohta

PRODUCTION MANAGER | ADMINISTRATOR



PROFESSIONAL PROFILE

Production and arts administration professional with a BFA in Contemporary Dance and Arts Entrepreneurship. Currently handling administrative and logistics coordination for a New York-based dance company, following a \$33,000 fundraising campaign and multi-program festival logistics for 100+ students at Jacob's Pillow. Equally effective in a production office or a rehearsal room.

SELECTED PROFESSIONAL EXPERIENCE

Administrator

2025-Present

Thresh Dance Company, NY

- Coordinating logistics and administration for a professional dance company, first locally in NYC, now remotely from India
- Handling correspondence, scheduling, outreach, hiring, vendor research & coordination, and arrangements for performance filming & donor galas

Co-Chair

2024-25

The Pluck Project, NC

- Led fundraising totaling \$33,000; managed budgeting, outreach, scheduling & marketing teams, and external collaborators/stakeholders
- Organized an educational trip for 23 students to NYC; facilitated industry networking and collaboration with institutional partners
- Coordinated auditions and weekly rehearsal schedules for 23 dance pieces
- Managed artists, crew & run-of-show

Rehearsal Assistant & Coordinator

2024

'Death of a King' (West-African Concert Piece), NC

- Managed rehearsals from creation through technical rehearsal & multiple performances
- Participated in production meetings; assisted with lighting the piece
- Choreographed a scene with 14 dancers and 10+ props, integrating theatre, dance, fight/vocal sequences, entrances/exits

School Programs Management Intern

2023

Jacob's Pillow Dance Festival, MA

- Managed logistics for 5 educational programs serving 100+ students
- Supported rehearsal process with leading choreographers (e.g. Annabelle Lopez Ochoa, Jennifer Archibald, Michelle Dorrance) & helped coordinate production workflows for works created

EDUCATION

- **BFA in Contemporary Dance; Minor in Arts Entrepreneurship**
UNC School of the Arts (2021-2025)