

# Michael Song

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TX Teaching Certificate

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## Work Experience

### NORTHSIDE ISD - RAYBURN MIDDLE SCHOOL/JAY HIGH SCHOOL

*Theater Director/Technical Director/Teacher 2022 – Present*

### NORTHSIDE ISD – RAYBURN MIDDLE SCHOOL/JEFFERSON MIDDLE SCHOOL

*Theater Director/Asst. Director 2021-2022*

### NORTHSIDE ISD- TAFT HIGH SCHOOL, SAN ANTONIO, TEXAS

*Assistant Theater Director/Teacher, Aug 2008 – 2019*

- Evaluate and grade students' class work, performances, projects, assignments, and papers.
- Initiate, facilitate, and moderate classroom discussions.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Maintain student attendance records, grades, and other required records. Prepare students for performances, exams, or assessments.
- Explain and demonstrate artistic techniques.
- Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction.
- Participate in student recruitment, registration, and placement activities.
- Advise students on academic and vocational curricula and on career issues.
- Maintain regularly scheduled office hours to advise and assist students.
- Keep students informed of community events such as plays and concerts.
- Collaborate with colleagues to address teaching and research issues.
- Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
- Participate in campus and community events.
- Organize performance groups and direct their rehearsals.
- Act as adviser to student organizations.
- Select plays or scripts for production, and determine how material should be interpreted and performed.
- Study and research scripts to determine how they should be directed.
- Design, plan and implement designs for production.

### BROWARD COUNTY PUBLIC SCHOOLS – DILLARD CENTER FOR THE ARTS, FORT LAUDERDALE, FLORIDA

*Theater Director/Teacher, Aug 2019 – 2021*

- See above.

### STRANGE FANTASY PODCAST, JACKSONVILLE, FLORIDA

*Writer/Vocal Performer, Dec 2018 – Present*

- Devise, write and revise scripts for production which meet the producer's themes, deadlines and technical requirements

- Interpret scripts and deliver a variety of vocal performances determined by the needs of the script
  - Record vocal performances and deliver via online platform
- OVERTIME THEATER, SAN ANTONIO, TEXAS  
*Executive Director of Nonprofit, Dec 2011 – Jan 2014*
- Gather and organize information to plan advertising campaigns.
  - Confer with department heads or staff to discuss topics such as contracts, selection of advertising media, or product to be advertised.
  - Assist with annual budget development.
  - Oversee activities directly related to making products or providing services.
  - Direct and coordinate activities of departments concerned with the production, pricing, sales, or distribution of products.
  - Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
  - Manage staff, preparing work schedules and assigning specific duties.
  - Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
  - Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
  - Manage calendar and determine facility usage schedule as well as organize and promote the show season.
  - Perform floor work, such as greeting or assisting customers, box office and concessions and looking after the comfort and well being of staff.

*Board of Directors, Jan 2014 – Nov 2017*

- Confer with board members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.
- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Review reports submitted by staff members to recommend approval or to suggest changes.
- Implement corrective action plans to solve organizational or departmental problems.
- Identify and recruit potential volunteer workers.
- Represent organizations or promote their objectives at official functions or delegate representatives to do so.
- Organize or approve promotional campaigns.
- Refer major policy matters to elected representatives for final decisions.

## Education

UNIVERSITY OF THE INCARNATE WORD, SAN ANTONIO, TEXAS  
*BA in Theatre and Education, May 2008*

- Dean's List
- Summa Cum Laude

## Additional Skills

- Planning/Event Planning
- Communication
- Ability to Work Under Pressure
- Decision Making
- Cross-Curricular development
- Time Management
- Leadership
- Adaptability
- Creativity
- Problem Solving
- Proficient in Microsoft Office
- Proficient in Gradebook, TAC, Schoology and various other educator software platforms
- Excellent Written and Verbal Communication Skills
- Improvisational Speaking and Performing
- Public Speaking and Workshop Direction
- Adobe Audition
- Basic Video Editing
- 3D Printing
- Canva