

ALYSSA J. MEYERS

PRODUCTION • OPERATIONS • HOSPITALITY • CULTURAL LEADERSHIP

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PROFESSIONAL PROFILE

Belizean-American creative and operations leader with 15+ years of experience spanning live production, stage and company management, event operations, hospitality, culinary leadership, higher education, arts administration, and mission-driven cultural work. Combines an artist's eye, a chef's resourcefulness, and an operator's discipline to translate ambitious ideas into clear plans, steady teams, thoughtful guest and artist experiences, and precise execution.

CURRENT LEADERSHIP & ENTREPRENEURSHIP

Director of Operations & Development | JPJB Foundation

2026–Present • New York / Belize-focused programs

- Provides executive-level operations, development, arts-management, and program consultation for a foundation serving Belizean children, families, and communities.
- Advances initiatives from concept through execution; develops funding pathways, partnerships, cultural programming, cooking education, technology access, mental-wellness, and career-readiness efforts.

Founder, Executive Chef & Lead Producer | Black Orchid Kitchen

2019–Present • Brooklyn, NY

- Leads a boutique culinary and hospitality business specializing in personal-chef service, private dining, catering, pop-ups, cooking experiences, cultural storytelling, and creative B2B food solutions.
- Develops proposals, concepts, menus, budgets, production schedules, staffing models, vendor plans, and guest experiences from initial consultation through closeout.
- Manages sourcing, permits, food safety, contracts, invoicing, service standards, team training, partnerships, and client communication across private, nonprofit, arts, and community engagements.

SELECTED PRODUCTION, STAGE & COMPANY MANAGEMENT

Production Stage Manager / Company Manager | SWANN by Tamar-kali — Mabou Mines at National Sawdust

July 2026 • Brooklyn, NY

- Managed a five-day workshop and sold-out presentation for a 20+ person company of vocalists, instrumentalists, creative leadership, production staff, and venue partners.
- Issued daily schedules; aligned stage, technical, front-of-house, wardrobe, media, props, artist-care, recording, hospitality, supertitle, and prompt-book needs.
- Rebuilt performance paperwork and rehearsal strategy while maintaining a clear communication hub through fast-changing artistic priorities.

Production & Company Manager | J&R; Foundation for the Arts — The 7 Pianists at Carnegie Hall

October–November 2025 • New York, NY

- Led production planning and performance execution in Stern Auditorium / Perelman Stage for seven pianists, producers, venue departments, front of house, box office, catering, public relations, photography, and archival video teams.
- Built rehearsal, artist-call, check-in, travel, contact, dressing-room, guest-access, hospitality, credentials, entrances, press, and performance logistics.
- Resolved late travel and access changes while protecting artist readiness and the performance timeline.

Stage / Company Manager & Production Coordinator | Selected projects with Tamar-kali

2022 & 2026 • New York, NY

- Supported new-work development and presentations including SWANN and Hymne de Magdalene at OPERA America's Marc A. Scorca Hall.
- Coordinated artists, rehearsal information, venue requirements, production communications, and technical logistics.

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CULINARY & HOSPITALITY LEADERSHIP

Senior Culinary Operations Manager | Kingsborough Community College

September 2023–August 2024 • Brooklyn, NY

- Directed operations, scheduling, staffing, procurement, inventory, facilities, compliance, and year-round readiness across four commercial teaching kitchens.
- Supervised 10 adjunct culinary technicians and supported student employees; managed payroll projections, requisitions, receiving, equipment, sanitation, pest control, and FDNY requirements.
- Built SOPs, training and cross-training systems, staffing plans, maintenance schedules, and accountability controls in a high-volume educational environment.

Executive Chef & Culinary Consultant | Horizons Brooklyn

July–August 2023 • Brooklyn, NY

- Directed a four-week food program for K–8 students and staff, producing breakfast, snacks, lunch, and boxed meals for approximately 180 people daily.
- Planned menus, procured ingredients, organized production and service, and trained SYEP employees and support staff in food preparation, sanitation, teamwork, and leadership.

Personal Chef | The Honorable Jennifer L. Rochon and Family

2022–2023 • New York, NY

- Prepared customized weekly in-home meals and private dinners; managed planning, sourcing, preparation, packaging, storage, kitchen organization, and discreet household service.

Private Chef | Private Professional Athlete Client

Private Engagement • New Jersey

- Prepared on-demand meals, planned meal-prep sessions, and private dining for approximately 5–35 guests while adapting to shifting schedules, preferences, and occasions.

Food & Beverage / Artist Hospitality Lead | Montclair Jazz Festival & Jazz House Kids

August–September 2022 • Montclair, NJ / New York, NY

- Directed food-and-beverage, artist hospitality, VIP, culinary-vendor, permit, staffing, delivery, and on-site operations for festival audiences of approximately 10,000 and 25,000.
- Coordinated artist-management and showcase logistics at Jazz at Lincoln Center and Montclair State University.

EVENT & INSTITUTIONAL OPERATIONS

Event Operations Consultant | The M&A; Advisor

January–March 2022 • New York, NY

- Led in-person and virtual event delivery, speaker and sponsor coordination, registration, floor plans, venue compliance, technical production, printed materials, food and beverage, setup, breakdown, and run of show.

Associate Director of Events | Marble Collegiate Church

April–September 2019 • New York, NY

- Directed live, televised, and streamed programs for up to 800 guests; supervised seven employees plus security, hospitality, and production contractors.
- Managed facilities, rentals, calendars, service standards, vendors, and more than \$500,000 in event, catering, floral, staffing, and executive-protection budgets.

Catering Sales Coordinator | Constellation Culinary Group at New York Botanical Garden

September 2018–March 2019 • Bronx, NY

- Coordinated catering and event logistics for three major programs representing approximately \$8 million in retained revenue, including BEOs, floor plans, staffing, equipment, permits, invoices, packing lists, and production meetings.

Client Services & Events Manager | CUNY Graduate Center / Advanced Science Research Center

July 2016–May 2018 • New York, NY

- Built the ASRC events function and operating procedures from the ground up; planned institutional events, scientific programs, meetings, and guest experiences across five academic initiatives.
- Created run sheets, SOPs, audiovisual plans, contracts, payment and audit workflows, CRM processes, guest communications, and execution standards.

OPERA, PERFORMANCE & ARTS ADMINISTRATION

Event Coordinator, In-House Stage Manager & Customer Service Associate | OPERA America / National Opera Center

December 2014–April 2016 • New York, NY

- Coordinated rentals, contracts, invoices, room reservations, client communication, production logistics, and artist-facing operations at the National Opera Center.
- Stage-managed the New Works Forum and Showcase, coordinating composers, librettists, conductors, singers, coaches, rehearsal spaces, calendars, hospitality, and schedule changes.
- Supported National Opera Conference showcases, Leadership Intensive alumni activity, youth mentorship, convenings, and early organizational diversity and inclusion conversations.

Stage Manager / Production Manager / Assistant Stage Manager | Opera & New Works Engagements

2012–2018 • New York & regional U.S.

- Delivered opera, concert, and new-work productions for Opera Memphis, Opera Theatre of Saint Louis, Sarasota Opera, Opera Saratoga, Opera on the James, Kaufman Music Center, Opera Providence, and independent companies.
- Selected credits include The Witches of Venice, Don Quichotte, ¡Figaro! (90210), Le nozze di Figaro, Don Pasquale, and new-works showcases.
- Created rehearsal calendars, schedules, reports, contact sheets, production notes, props and entrance tracking, running paperwork, lighting and cue documentation; read scores and ground plans and coordinated ensembles of 100+ artists and staff.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Bachelor of Science, Arts Management	<i>SUNY Purchase College • 2012</i>
Bachelor of Music, Voice & Opera Studies	<i>SUNY Purchase College • 2011</i>
Advanced Management Certificate	<i>CUNY School of Professional Studies • 2017</i>
Technical Meeting Planner	<i>Event Leadership Institute • 2017</i>
Chi for Two Coach Certification	<i>ISMETA Certified</i>

CORE CAPABILITIES

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| • Stage & company management | • Production planning & execution |
| • New-work development | • Run of show & cueing |
| • Artist, speaker & guest relations | • Rehearsal and workshop logistics |
| • Venue & vendor coordination | • Travel, housing & hospitality |
| • Event operations & guest experience | • Food & beverage operations |
| • Culinary program leadership | • Private dining & client service |
| • Budgets, contracts & compliance | • Procurement & inventory |
| • Staff supervision & training | • SOP and systems development |
| • Partnership & program development | • Arts and nonprofit administration |
| • Culturally responsive practice | • Community engagement |