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TO WHOM IT MAY CONCERN:

It is my pleasure to write this recommendation letter for Felicia M. Lopes. Ms. Lopes is the General Manager for a co-production project between independent producers and Tribeca Performing Arts Center (TRIBECA). Ms. Lopes was hired to assist in contract negotiations with the unions, develop a production budget, assist in the creation of a marketing campaign, and as a liaison between the independent producers and TRIBECA. In addition, her skills expanded to include company manager, which focus on the day to day operation of the show prior to and during its run at TRIBECA. Ms. Lopes demonstrates an ability to quickly learn and implement the skills needed to produce and present an event for not only a non-profit performing arts center but for a commercial event.


As the General Manager for the production at TRIBECA, she also had the opportunity to interact with the center's other programs. TRIBECA is a multi-disciplinary non-profit cultural center dedicated to the presentation of theater, dance, and music for an intergenerational, culturally diverse audience. We also provide theatrical space to other community groups as well as support all Borough of Manhattan Community College activities. Our on-going programs at TRIBECA are the annual Lost Jazz Shrines Tributes, which celebrates historic jazz venues of lower Manhattan; the Schoolltime Program provides theater for young people with an educational focus; the Family Folk & Fairy Tales Series is weekend afternoon shows for ages 3 to 10; the Artists in Residence program supports the work of emerging writers, directors, choreographers, and composers; the Page to Stage New Play Reading Series showcases new plays in development; and TRIBECA Dance! Presents the work of established and emerging choreographers.

In her capacity as General Manager, Ms. Lopes facilitates several functions, sometimes simultaneously and she manages to complete the tasks on schedule and in a professional manner. Ms. Lopes works closely with TRIBECA's staff as well as the Producers, Press Agent, and promotional personnel in coordinating information and reports for the production as well as suggesting ideas on how to expand our audience out reach. In addition, she has a pleasant personality, which adds to her competent organization and management skills, which are vital when working with artists, vendors, unions, and other outside professionals and those within the production team.

Ms. Lopes is a self-starter and well organized. She requires little or no additional assistance; she has good oral and written skills; she has a unique ability to work well with others and always in a professional manner; and she always conducts herself in a pleasant demeanor.

I highly recommend Ms. Lopes as an excellent candidate for your organization. She would be a valued asset any organization as well as a good role model for her commitment and professionalism. If I can be of further assistance, please contact me at the above address.

Sincerely,



Linda Herring  
Executive Director