**STEVEN A. SPIELBIRD**

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**PROFESSIONAL SUMMARY**

* 7 years of practice in front-of-house theatre operations
* Extensive experience working with the public in large and small venues
* Committed to cooperative teamwork in order to accomplish successful events
* Dependable and conscientious with ability to thrive with minimal supervision

**EDUCATION**

Illinois State University Normal, Illinois

Bachelor of Fine Arts May 2014

Major: **Theatre Studies** - **Theatre Management**

Cumulative GPA: 3.7/4.0

**THEATRE EXPERIENCE**

*Blue Man Group Chicago* Chicago, Illinois

**Ticket Sales Representative** 2011 - Present

* Complete telephone and walk-up ticket sales using client relation skills
* Work directly with customers at will call window just before show time
* Resolve discrepancies between patrons and ticket suppliers efficiently and professionally
* Collaborate with upper management on ways to run more efficiently while cutting costs

*Beaver Productions/Atlanta Theatre of the Stars/Jam Productions* Memphis, Tennessee

**Production Assistant** 2008 - 2012

* Tended to immediate needs of artists
* Helped prepare for each tour by creating checklists and compiling necessary items
* Aided well-known acts such as Dave Matthews Band and Willie Nelson
* Executed stage preparation for large casts including Beauty and the Beast (national tour)

*2nd Stage Theatre* New York, New York

**Box Office Representative** Summer 2012

* Handled daily and advanced ticket sales
* Operated subscription-based ticketing program to handle the functions of multiple shows
* Maintained tickets sales reports and communicated profits to general manager

**ORGANIZATIONS & ACTIVITIES**

*University Programming Board*, Illinois State University Fall 2012 - Present

**Event Production Manager**

* Lead, encourage, and motivate volunteers and paid staff to create an inviting environment
* Direct and coordinate all logistics of preplanning, set up, and execution during events

*Illinois State University Theatre Association* (ISUTA) January 2012 - Present

**Vice President**

Promote events targeted toward individuals from a wide variety of backgrounds