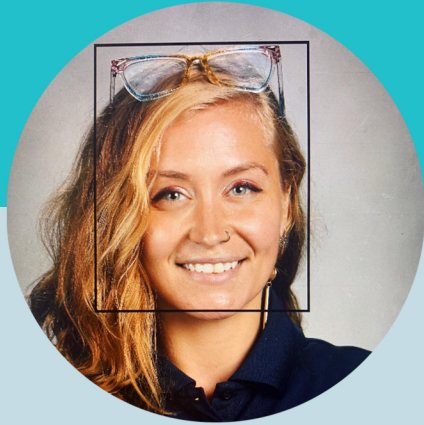


LEYTON SCHIEBEL

DIGITAL MEDIA | EVENT OPERATIONS



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leytonschiebel@gmail.com

Wisconsin, USA

Education

UNIVERSITY OF WISCONSIN-MILWAUKEE

Bachelor of Fine Arts:
Interdisciplinary Arts & Technology

Profile

Motivated Creative + Events Professional with passion for media and the experiential. Hands-on team player knowledgeable in interfacing with clients/patrons, content creation, technically savvy with softwares and hardware, and creating positive relationships.

Superior customer service, versed in event design and coordination, experienced in providing operational and administrative office support, with specialization in Box Office Management and Retail Sales.

Available on a freelance basis for ad hoc projects and short term contracts in Wisconsin, or nationally given appropriate timeline.

Skills

Public Relations
Administrative / Operations Assistance
Dynamic Event Coordination
Customer Service
Direct Sales
Box Office Auditing + Ticketing
Digital Design
Leadership & Training

Assistant Venue Manager - Village East Cinema

TRIBECA FESTIVAL: MAY - JUNE 2022

- Create and updating operational and logistical plans to manage theater operations, including, signage, equipment, audience issues, etc. during the festival
- Work with the main Venue Manager, Ticketing and Tech Dept + IATSE to finalize ticketing, theater box office, scanning and access control plans, train scanning and security staff, and coordinate rush with Theater staff
- Red carpet management of talent and traffic, security coordination, and placement of ranger staff

Health Screening Coordinator

TRUE / FALSE FILM FESTIVAL: FEBRUARY - MARCH 2022

- Remotely monitor and answer RFS Check In email
- In-person customer service support at Health Check-In tent within Box Office
- Documentation via online RFS Admin Dashboard and Excel Spreadsheet
- Oversee volunteers at the health check in tent + work closely with Box Office
- Developing systems to make for a customer service oriented health check-in process

Interim Digital Media Manager

FOODRIGHT, INC.: MAY - JUNE 2020

- Oversee development, production, and review of social media and website content
- Create marketing campaigns around audience members, participants, and internal staff
- Optimize simple SEO using analytics tracking of content affecting readership
- Maximize successful web development and organizational impact to help building healthy connections to food

Theater House Manager

WILSON CENTER FOR THE ARTS: DECEMBER 2019 - JUNE 2020

- Correspond with stage techs for sound-checking and start times, production, crew scheduling, attending technical production meetings to accommodate back of house
- Ensure smooth operation of lobby, auditorium, restrooms of the during performances
- Communicate with stage manager to confirm program & intermission schedules

Box Office & Rush Line Coordinator

MIAMI FILM FESTIVAL: FEBRUARY - MARCH 2020

- Rush Line Management i.e. correspond with Theater Managers and pop-up Box Office personnel for seat counts, loading in house, selling rush tickets to walk-ups
- Support pop-up Box Office locations with app support (Silver Spot Cinema venue)
- Troubleshoot and assist box office staff, volunteers, and patrons with mobile app
- Database utilization, ticket processing, purchasing, printing, refunds, and exchanges

Theater Box Office Coordinator - Salt Lake City

SUNDANCE FILM FESTIVAL: DECEMBER 2019 - FEBRUARY 2020

- Cash Reconciliation, coordinating cash designations, safe drop-offs, money pickups as liaison
- Update training manuals, scheduling, training volunteer staff on SRO software and Accounting worksheets, coordinate and train on reporting via Box Office using largescale presentationn - workshop style.
- Theater load ins, credential verification, cash handling
- Inventory and distribution of waitlist tix, volunteer, and sun vouchers at various theaters for sold-out seating
- Prep box office materials (supplies, ballots, etc.) and conduct daily distribution

Box Office Manager / Ticket Sales

MILWAUKEE FILM FESTIVAL: OCTOBER 2016 - NOVEMBER 2019

- Facilitating Will-Call ticket distribution, troubleshooting tech issues, correspond with theater managers for sold seats, coordinating "Standby" tickets
- Utilize Agile software to look up films, sell tickets, 6-packs, issue refunds, register and encourage membership for regular ticket holders, provide a quality front line service
- Delegate box office tasks such as crowd liaising and voucher collection to volunteers

Festival Venue Manager

FREELAND FILM FESTIVAL: JUNE 2018

- Manage Caestecker Library Venue for film screenings i.e. manage and delegate tasks to all volunteers, work with projectionist to do media and sound checks, correspond and host traveling filmmakers, do film introductions, head counts, and facilitate discussions
- Set up venue track lighting, chairs, tables, advertising info, signage, and traffic controls