

# LEYTON SCHIEBEL

DIGITAL MEDIA | EVENT OPERATIONS



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📍 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

## Venue Manager - Cinepolis

**DOCUMENTARY NYC: NOVEMBER 2022**

- Managing all crew staff in line wrangling, rush ticketing lines, updating rush lists with box office correspondence
- Loading in theaters with other Assistant Venue Managers, assigning Theaters to respective TMs and Stage Manager doing Industry specific screenings and programming
- Communication with Projectionist team for sound-checks, film talk-backs, intros, and tight turn-arounds via walkie-talkie
- Daily program signage printing and distribution, training of all volunteers and crew staff, theater placement of TMs and FT staff

## Venue Manager - Journey's End

**CAMDEN INTERNATIONAL FILM FESTIVAL: AUGUST - SEPTEMBER 2022**

- Updating and executing Journey's End Show Flow, setting up and managing box office with reports, cash boxes, deposit bags
- Executing and managing CIFF protocols regarding line policy and traffic control
- Liaising with Production Manager, Front of House Manager, Tech staff, Stage Manager, the Special Events team, Volunteer Manager and guest musicians to ensure efficient event flow
- Setting up and managing the box office with reports, cash boxes, and deposit bags
- Tracking print trafficking, liaising as needed with operations on pickup and delivery

## 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 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
- 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 SquadUp 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 presentations & workshops.
- Theater load ins, credential verification, cash handling + Prep box materials (supplies, ballots, etc.) and conduct daily distribution
- Inventory and distribution of waitlist tix, volunteer, and sun vouchers at various theaters for sold-out seating

## Box Office Manager / Ticket Sales

**MILWAUKEE FILM FESTIVAL: OCTOBER 2016 - MAY 2023**

- Facilitating Will-Call ticket distribution, troubleshoot tech issues, correspond as to sold seats, coordinate '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, facilitate discussions
- Set up venue track lighting, chairs, tables, advertising info, signage, and traffic controls