

## Venue and Event Support, Box Office Management:

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My film & event work began in 2011 when I transitioned from a projectionist to a House Manager at the UW-Milwaukee Union Film Cinema. Administrative duties also compromised my day-to-day. Since then I have run local FemFest music events, managed festival Box Office duties, and worked full time as Conference Services personnel in Higher Education. See my experience and ongoing tenure with these events as a contracted venue/operational management professional in the list provided. Please contact me with questions about 1099 forms or contractual work via [leytonschiebel@gmail.com](mailto:leytonschiebel@gmail.com)

## Experience:

### **Miami Film Festival (March 5-15, 2020) – SquadUp Box Office Support:**

----- <https://www.wilson-center.com/>

----- Part-time year round

- Support pop-up Box Office locations with app support at venues such as Silver Spot Cinema
- Troubleshoot and assist box office staff, volunteers, and patrons with mobile app
- Database utilization, ticket processing, purchasing, printing, refunds, and exchanges

### **Sundance Film Festival (December 2019 - February 2020) – Theatre Box Office Coordinator - Salt Lake City Venues:**

----- <https://www.sundance.org/>

----- Seasonal - 2 months each year

- Update training manuals, scheduling, and assisting with conducting theater box office trainings i.e. coordinate and train on reporting via Theatre Waitlist Sales Reconciliation form on behalf of Accounting, assist with theater load ins, credential verification, and cash handling
- Inventory and distributing waitlist tickets, volunteer, and sun vouchers at various theaters as needed
- Prepare theater box office materials (supplies, ballots, etc.) and conducts daily distribution to theaters and guided safe drops

### **Sharon Lynne Wilson Center for the Arts (present) – House Manager:**

----- <https://www.wilson-center.com/>

----- Part-time year round

- Ensure smooth operation of lobby, auditorium, restrooms of the Wilson Center during performances and events
- Supervising and directing ushers and bartenders as required, as well as volunteer usher teams
- Communicate with stage manager to confirm program times, intermission schedules, and late arrival and photography/videotaping rules
- Maintain communication regarding starting of shows, closing and opening theater doors, intermissions, ending times

### **Freeland Foundation Film Festival (June 2018 - September 2020) – Venue Manager:**

----- <http://www.freelandfilmfest.org/>

----- Seasonal - 1 weekend each year

- Manage Venue for film screenings i.e. manage and delegate volunteer workers, correspond with projectionist for sound checks, liaise with traveling filmmakers, and facilitate film discussions
- Set up venue with lighting, chairs, necessary tables for demo and advertising info, signage
- Creation and utilization of event protocol via event sheets, film ticketing, and head counts, use and management of Eventbrite pop-up Box Office

### **Milwaukee Film Festival (October 2014 - November 2019) – Box Office Manager:**

----- <https://mkfilm.org/>

----- Seasonal - 3 weeks each year

- Register members and encourage membership for regular ticket holders by promoting films
- Utilize Agile ticketing software to look up films, sell tickets, 6-packs, memberships, give refunds, or review account purchases
- Provide a quality front line service to customers and maintain information and display material at the front of house and in the box office area

### **UW-Milwaukee School of Continuing Education (April 2014 - April 2018) – Conference Services Manager:**

----- <https://www.wilson-center.com/>

----- Part-time year round

- Oversee Conference Services staff in setting up event/class configurations and worked to modify or design spatial layouts
- Assist in program support and materials handling for conferences, distinguished speakers, and certificate programs
- Provide audio-visual support and expertise with built in systems, external laptops, medias, internet connection, and general troubleshooting

### **Riverwest FemFest (March 2018 - May 2019) – Volunteer Coordination Assistant:**

----- <https://www.rwfemfest.com/>

----- Seasonal - 1 week each year

- Outreach and Talent Management for traveling and local musical acts and artists i.e. booking bands and/or solo acts for festival
- Sound/AV, hospitality, coordinating lodging, pay for bands, general timing for events
- Sorting, aiding in deliberation, and categorizing, artist submissions for visual art show portion of fest, print sales, and gallery-walk

### **Union Cinema (April 2011 - April 2014) – House Manager:**

----- <https://uwm.edu/studentinvolvement/arts-and-entertainment/union-cinema/>

----- April 2011 – April 2014

- Successfully manage student theater team and host traveling filmmaker events with up to 300 attendees at the Union Theater
- Market films via UWM Union Cinema Facebook posts, create and promote signage for upcoming films
- Track and report event costs, sales, and logistics such as attendance count for University Sociocultural Programming
- A/V in front of house such as microphones, PA system, control house lights for presentations, talk-backs, films and interactive performances