

**ABOUT**

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Dustin is an incredibly driven, hard-working, and tenacious professional with a dedicated and strong work-ethic. He is passionate about relationship building, collaboration, and finding and managing growth opportunities for himself and others. Dustin values loyalty, independence, and initiative in all that he does. He has a wide variety of experience and is very knowledgeable about; arts management, operations, sales, client-focused thinking, and communications. Dustin is always excited to learn, gain experience, and use his creativity to enhance his environments.

**Skills:** Microsoft Office Suite, GSuite; Wix, iContact, Mailchimp, Encompass, Netsuite, and various Social Media Platforms

**CASTING/ARTS ADMINISTRATION EXPERIENCE**

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**Blank Theatre Company** January 2017 – Present  
Founder/Co-Artistic Director Chicago, Illinois

- Conceive, develop, and implement the artistic vision, focus, and mission of Blank Theatre Company.
- Collaborate with managing director to create fundraising strategy and increase company's economic growth by \$25,000 in company's first three years.
- Generate, update, and maintain casting database regarding perspective, current, and previous talent within the Chicagoland area.
- Scheduled audition appointments and served as casting authority on all mainstage productions and cabaret programming.
- Prepare press releases and marketing content to promote upcoming productions and events.
- Build and maintain relationships with the network of theatres in the Chicagoland area by supporting them and engaging with their content and performances.
- Coordinate schedules for meetings and rehearsals by overseeing 8 support staff and various other artists.

**Freelance - Independently Employed** January 2018 – Present  
Audition Monitor/Reader Chicago, Illinois

- Assisted casting director's Julia Skeggs (Red Twist Theatre) and Kanome Jones (City Lit Theatre, Victory Gardens) on various auditions.
- Checked in actors and provided sides; served as go between casting room and lobby throughout auditions.
- Read with actors based on casting's specifications during callbacks.

**Northbrook Theatre** June 2006 – January 2011  
Box Office Manager/Assistant to the Artistic Director Northbrook, Illinois

- Processed all ticket orders and coordinated online sales for multiple theatrical productions occurring simultaneously.
- Initiated follow-up phone calls to ensure quality customer service, book parties and complete class registrations.
- Assisted the Artistic Director and Office Supervisor in various office management duties as directed.
- Participated and collaborated with Northbrook Theatre community regarding performances and events.
- Monitored Non-Union auditions for Equity TYA Company and served as casting assistant for Children's Company productions.
- Prepared mailings for upcoming productions, season subscriptions, class programming and special events

**RELATED EXPERIENCE (SELECTED)**

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**Guaranteed Rate** March 2020 – Present  
Post-Closing Assistant Chicago, Illinois

- Utilize organization and time management skills to exceed filing quota by 110% daily to add to team's overall success.
- Manage and communicate logistics with five client accounts totaling \$100 million annually.
- Collaborate with Guaranteed Rate's competitive State Housing Team and county clerks to facilitate and organize affordable housing document requests.

**J. Crew** November 2018 – July 2019  
Stylist – Sales Associate Skokie, Illinois

- Processed 75-150 online orders daily in back of house utilizing enterprise selling system.
- Facilitated documentation and tracking of all outgoing packages via UPS.
- Assisted customers with the selection and purchase of items on the sales floor.

**Grubhub (Contract)** October 2017 – September 2018  
Facilities Support Specialist Chicago, Illinois

- Monitored company inventory and restocking 14 kitchens between 6 floors throughout building.
- Assisted Facilities Coordinator with incoming large volume shipments and deliveries.
- Aided facilities team with event set up and tear down including townhall meetings, catered lunches and special events.
- Assisted with reception duties including checking in visitors, directing food deliveries and mail distribution.

**Addison Group - Big Brothers Big Sisters (Contract)** September 2016 – March 2017  
Customer Relations Specialist Chicago, Illinois

- Utilized spreadsheets and internal database to process and catalog 500 applications during my tenure.
- Processed and reviewed criminal background checks for applicants and conducted candidate referral interviews.

**EDUCATION**

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**Illinois State University – Normal, Illinois** August 2010 – May 2012  
Bachelor of Science – Theatre

**Harper College – Palatine, Illinois** August 2007 – May 2010  
Associate of Arts