

ABOUT

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 environment.

ARTS ADMINISTRATION & CASTING EXPERIENCE

Blank Theatre Company

January 2017 – Present

Founder/Co-Artistic Director

Chicago, Illinois

As the founder and co-artistic director of a non-profit theatre company, I manage all production aspects, including programming, grant writing & development, media relations, marketing, administration, donor relations, customer service and casting.

- Founded Blank Theatre Company, driving the establishment and implementation of its artistic vision and mission, leading to consistently sold-out performances, and maximized revenue generation.
- Managed a \$50K annual budget for 2 mainstage productions and additional concerts per season, ensuring efficient allocation of resources.
- Served as executive producer and casting director for 10 mainstage productions and 11 concerts, overseeing all aspects of production and talent selection.
- Collaborated with managing and development directors to create and execute fundraising strategies, leading to a significant increase in company revenue from \$500 to \$50,000 within seven years.
- Managed public relations efforts, including media requests and critic invitations, resulting in coverage from up to 15 press outlets for opening nights.
- Created and maintained casting database for Chicagoland area talent, facilitating efficient talent sourcing and casting decisions for productions.
- Selected and analyzed scripts, librettos and musical recordings for season programming, crafting casting breakdowns and choosing material that aligned with artistic vision.

Select Projects, full list upon request:

The Mad Ones, Directed by Wyatt Kent, producer, and casting director.

Merrily We Roll Along, Directed by Danny Kapinos, producer, casting director and actor.

The Wild Party, Directed by Jason A Fleece, producer, casting director and actor.

Blackbird, Directed by Elyse Dolan, producer, and casting director.

Northwestern University

May 2024 – Present

Administrative Assistant

Evanston, Illinois

As a temporary administrative assistant of a top ten university, I supported the Theatre department by placing orders, processing reimbursements, and assisting with setups for meetings and events.

- Processed reimbursements for faculty and guest artists, ensuring accuracy, correct allocation to financial accounts, and adherence to fiscal guidelines, including conversions for foreign travel expenses.
- Tracked and analyzed payment differences between fiscal years, providing detailed reports to maintain budget accuracy and support financial decision-making.
- Coordinated office relocations for new and existing faculty, successfully managing six office moves, including four simultaneous relocations within a single month, while also facilitating event setups for departmental meetings and special events.

Freelance – Independently Employed

January 2018 – Present

Audition Monitor/Reader

Chicago, Illinois

- Assisted casting directors 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.

Select Projects, full list upon request:

Between Riverside and Crazy, Directed by Rinska Carrasco-Prestinary, Casting Director: Julia Skeggs, Red Twist Theatre; Monitor.

Arms and the Man, Directed by Brian Pastor, Casting Director: Kanome Jones, City Lit Theatre; Reader & Monitor.

Northbrook Theatre

June 2006 – January 2011

Box Office Manager/Assistant to the Artistic Director

Northbrook, Illinois

As the Box Office Manager and Assistant to the Artistic Director at Northbrook Theatre, a small regional theatre hosting an Actors Equity Association (union) TYA theatre and year-round children's companies, I served as the primary customer-facing representative for the organization, managing ticketing, online sales, customer service, office support, and community collaboration.

- Managed ticket orders and online sales for multiple concurrent theatrical productions, ensuring smooth coordination and customer satisfaction.
- Initiated proactive follow-up calls, leading to increased customer retention, party bookings, and class registrations, enhancing overall sales and service quality.
- Supported the Artistic Director and Office Supervisor in administrative tasks while also playing a pivotal role in casting operations, including monitoring Non-Union auditions for the Equity TYA Company and serving as a casting assistant for Children's Company productions.

Select Projects, full list upon request:

2009 & 2010 TYA Companies, Directors: Dr. Gregory C. Dennhardt, Priscilla Hummel, Annie Jo Fischer; monitor.
Disney's Aladdin, Directed by Dr. Gregory C. Dennhardt, casting assistant & stage manager.

VOLUNTEER EXPERIENCE

Joseph Jefferson Awards

February 2023 – Present

Artists & Technicians Team Committee Member
Chicago, Illinois

- Recruited by AJ Wright, Former Non-Equity Wing Chair
- Attends and adjudicates 2 opening night performances a month as available.

AWARDS & NOMINATIONS

Chicago

“Promises, Promises”

1 Jeff Award (Performer Lead), 5 Jeff Nominations (Ensemble, Choreography, Musical Direction, 2 x Performer Lead) 2024

“The Wild Party”

2 Jeff Awards (Performer Supporting, Choreography), 7 Jeff Nominations (Musical, Ensemble, Director, Choreography, Musical Direction, Performer Lead, Performer Supporting) 2023

“She Loves Me”

7 Jeff Nominations (Musical, Ensemble, Director, Performer Lead, 2 x Performer Supporting, Costume Design) 2023

ADDITIONAL WORK EXPERIENCE (SELECTED)

Guaranteed Rate

March 2020 – February 2024

Post-Closing Assistant

Chicago, Illinois

J. Crew

November 2018 – July 2019

Stylist – Sales Associate

Skokie, Illinois

Grubhub (Beacon Hill Contract)

October 2017 – September 2018

Facilities Support Specialist

Chicago, Illinois

Big Brothers Big Sisters (Addison Group Contract)

September 2016 – March 2017

Customer Relations Specialist

Chicago, Illinois

EDUCATION

Illinois State University

Bachelor of Science – Theatre

Normal, Illinois

Harper College

Associate of Arts

Palatine, Illinois

SKILLS

- Excellent written and oral communication skills. Extremely organized and detail oriented.
- Highly networked throughout the city – passionate about connecting people together and providing opportunities for others.

Software

- Microsoft Office Suite (Word, Excel, Publisher, Outlook, OneDrive, Teams)
- GSuite (Drive, Docs, Sheets, Slides, Calendar, Forms)
- Mail Marketing (Mailchimp, IContact)
- Website Building (Wix)