

## 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.

## ARTS ADMINISTRATION & CASTING EXPERIENCE

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### Blank Theatre Company

January 2017 – Present  
Chicago, Illinois

Founder/Co-Artistic Director

- Led a certified 501(c)(3) arts organization with an annual budget of 50K.
- Managed budgets for 2 mainstage productions and other fundraising events
- Conceive, develop, and implement the artistic vision, focus, and mission of Blank Theatre Company.
- Produce and cast low-cost professional productions including 8 mainstage productions.
- Develop, produce and cast Blank Sings cabaret series, including 11 productions.
- Collaborate with managing & development directors to create fundraising strategy and increased company's economic growth from \$500 to \$50,000 in company's first five years.
- Scheduled audition appointments and served as casting authority on all mainstage productions and cabaret programming.
- Generate, update, and maintain casting database regarding perspective, current, and previous talent within the Chicagoland area.
- Read librettos and review musical recordings for season programming consideration.
- Develop and create marketing content both individually and in conjunction with social media manager.
- Engage with media to garner local coverage of productions and programs.
- 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.
- Managing online communication and ticket sales

Select Projects, full list upon request:

- ***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.

### Freelance – Independently Employed

January 2018 – Present  
Chicago, Illinois

Audition Monitor/Reader

- Assisted casting director's 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  
Northbrook, Illinois

Box Office Manager/Assistant to the Artistic Director

- 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

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

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### Joseph Jefferson Awards

February 2023 – Present  
Chicago, Illinois

A&T Team Committee Member

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

## AWARDS & NOMINATIONS

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### Chicago

Jeff Award Nomination – “Best Production Musical or Revue” – She Loves Me	2023
Jeff Award Nomination – “Best Production Musical or Revue” – The Wild Party	2023
Jeff Award Nomination – “Best Ensemble” – She Loves Me	2023

Jeff Award Nomination – “Best Ensemble” – The Wild Party 2023  
Jeff Award Winner – “Best Performer in a Supporting Role” – LJ Bullen – The Wild Party 2023  
Jeff Award Winner – “Best Choreography” – Lauryn Schmelzer – The Wild Party 2023

## **RELATED WORK 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** August 2010 – May 2012  
Bachelor of Science – Theatre Normal, Illinois

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

## **SKILLS**

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- 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)

## **REFERENCES**

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Danny Kapinos  
Co-Artistic Director, Blank Theatre Company  
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Jason A Fleece  
Freelance Director  
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