

Kristin L. Schoenback

Chicago, IL | 623.337.3059 | klsch569@gmail.com

Websites: www.kristinschoenback.com | www.catscradletheatre.com

Detail-oriented, creative, and results-driven professional with several years of extensive experience in project management/administration, process optimization, business development, community outreach, and performance management across various industries including performance arts, higher education, and theatrics. Highly skilled in collaboration with diverse teams/colleagues, building long-term partnerships, and administering outreach campaigns to meet organization revenue goals.

CORE COMPETENCIES

- Talent Sourcing
- Creative Vision
- Clerical Support
- Civic Engagement
- Peer Mentoring
- Operations Oversight
- Cultural Awareness
- Performance Improvement
- Planning & Coordination
- Higher Education
- Experiential Learning
- Classroom Technology
- Contract Management
- Project & Event Management
- Philanthropic Partnerships

EDUCATION

Illinois State University, Wonsook Kim College of Fine Arts **Bloomington, IL**
Masters of Fine Arts in Directing - Professional Directing Training Program 2019

Concordia University, School of Theatre **Oak Park, IL**
Bachelor of Arts in Theatre Track: Directing, Design, & Education 2013

PROFESSIONAL EXPERIENCE

Cats Cradle Theatre **Various**
Founder/Artistic Director 2016 – Present

- Founded and act as the Artistic Director at a Project-based company focused on new work and industry practices, focusing on community engagement.
- Develop and manage production budgets, fundraising, and marketing, as well as the creative and producing team of 5 - 20 personnel.
- Organize and coordinate board meetings, agendas, and notes, and create performance and event schedules in an efficient manner.
- Draft grant proposals and fundraising newsletters, raising more than \$100,000 from grant proposals.
- Collaborate with producers and community/non-profit organizations to organize fundraisers, volunteer and social events, and panel discussions, demonstrating excellent and strong collaboration skills.

Metropolis Coffee Company **Chicago, IL**
Project/Operations Manager 2020 – 2022

- Cultivated and maintained relationships with over 25 different vendors to lower the costs of materials and diversify capabilities.
- Maintained quality and workplace operations, set and met project deadlines, boosting operational efficiency/productivity by 150%.
- Initiated and developed more than 30 projects, managing project costs, and monitoring project team performance.
- Optimized operational methods/processes, oversaw material acquisitions, and administered expenditures for improved efficiency.
- Established the goals and objectives of projects and identified plans and the resources required to achieve them, portraying remarkable project management skills.

Office Management/Customer Service 2014 – 2016

- Identified customer needs and communicate them accordingly and accurately to the supply chain capacity & quality teams.
- Recruited, trained, and mentored 10+ new staff members, which significantly reduced workflow inconsistencies by up to 90%.
- Enhanced workflow processes, monitored productivity, and implemented modifications, improving overall performance by 120%.
- Systemized computer and paper filing systems, managed office operations and scheduled appointments for all 5 Senior Managers.
- Superintended department inventory and managed budgets efficiently, applying basic knowledge of tech maintenance.

DePaul University, School of Film *Certified CCO* **Chicago, IL**
COVID-19 Compliance Officer 2021

- Managed COVID Compliance Rules between Producers, SAG Office, & Actors
- Managed on set procedures around COVID-19 limitations
- Organized & communicated procedures and testing paperwork
- Prepared & delivered training for team of 30 to implicate & improve COVID compliance rules

Arizona Broadway Theatre**Phoenix, AZ***Education Artist & Director*

2019

- Oversaw educational operations/curriculum and facilitated workshops in acting, auditioning, musical theatre, and dancing for multiple classes of 30 students, ranging from ages 5 to 18 years.
- Coordinated and facilitated artistic team rehearsals, as well as managed marketing, social media, schedule, and budget.
- Created and maintained an accurate and up-to-date database of 1000+ persons, including students, interns, teachers, and producers.
- Directed innovative productions with the artistic team of 15 and devised original pieces with the students that fostered growth in artistic craft, displaying strong critical thinking skills.

Illinois State University**Bloomington, IL***Directing Advisor*

2017 – 2019

- Served as advisor for the student play festival of around 15 plays, guiding students through creating a festival lineup, pitching projects, organizing rehearsals, and directing productions from start to finish.
- Attended meetings and rehearsals and facilitated one-on-one meetings with students to guide them in their process, overcome obstacles, and maintain rehearsal room etiquette, showcasing excellent interpersonal skills.

Illinois Shakespeare Festival**Bloomington, IL***Education Program Manager & Director*

2016 – 2019

- Illinois, promoting exposure to arts in underserved populations.
- Achieved civic and educational engagement by writing scripts, designing curriculum, and directing productions.
- Spearheaded the development and maintenance of a database of community relationships and facilitated workshops and talk-backs.
- Worked closely with actors, institutions, and 20+ community organizations to coordinate and manage schedules and contracts.

Education Artist & Director

2017/2018

- Handled, adapted, and developed curriculum and productions for to ensure the success of the youth camp and to support the festival's mainstage season.
- Administered the operations of 3 different camps of 30 kids each in different age ranges, managing interns and artistic staff.
- Supervised the schedule for camps and rehearsals, staff check-in weekly meetings, and budgets, as well as production marketing.
- Created and managed student workshops, talk-backs, and performances with the festival company and more than 30+ visiting artists.

Casting Assistant

2016

- Assigned audition materials, scheduled appointments, organized virtual auditions, and notified the Artistic Director of the auditions.
- Acted as a communication liaison between the production, management, and creative teams, applying robust communication skills.
- Scheduled, organized, and attended more than 150+ in-house auditions for the season, as well as distributed offers, follow-ups, contracts, and materials in preparation for the season.

Event Manager

2016/2017

- Researched, contacted, and secured volunteers, venues, and vendors
- Managed a strict budget, maintain vendor relationships to lower cost and diversity capabilities
- Managed marketing, social media for event, coordinating with local organizations for partnerships
- Oversaw the day of the event, communicating with each department and lead to ensure all needs were met
- Created and maintained a strict schedule and deadlines for artists, volunteers, and vendors

Concordia University, Chicago**Oak Park, IL***Artistic Board Member*

2009 – 2013

- Collaborated with student board to select and produce University's production season, in partnership with faculty, staff, and visiting artists.
- Drafted semester wrap-up reports for completed artistic activities to re-evaluate budget and schedule for following semester
- Managed production budgets with faculty and staff and interacted with community organizations and vendors to optimize our resources
- Oversaw, managed, and ran maintenance for university theatre facilities and production offices and resources.

Education Artist & Program Director

2009 – 2013

- Oversaw educational operations based on predecessor and updated and developed curriculum for 3 sections of 30 students between ages 5-14
- Directed innovative youth musicals that fostered artistic growth of students, developing communication and critical thinking skills.
- Managed team of 6 teachers and production artists, with schedules and bi-weekly meetings to provide support and ensure curriculum and artistic needs were being met
- Maintained a database of students, teachers, artists, and productions

EXTRACURRICULAR EXPERIENCE

- Taught theatre & various liberal arts classes in Higher Education for 5 years. *
- Developed and taught workshops in Higher Education for professors, staff, and students for 5 years. *
- 10+ years experience in professional and educational theatre. *
- Contributed actively to Philanthropy & Civic Engagement Work. *
- Active Member of the Society of Directors and Choreographers Union, and COVID-19 certified compliance officer with SAG.

** Please Request Curricula Vitae for related work experience*

SKILLS AND INTERESTS

Technical Skills: Microsoft Office Suite, Google Workspace, FileMaker Pro, Blackboard, Google Classroom, Canvas, Calendly, Slack, QuickBooks, Expensify, Asana, Zoom, Dropbox, DoodlePoll, Shopify

Interests: Philanthropy and Volunteer work, Painting (10+ years), Drawing, Woodworking, Reading & Book Clubs, D&D/Tabletop Games, Piano & Singing (10+ years) Bicycling, Camping, Dog Training

Languages: English (Native), French (3 years)

REFERENCES

Robert Quinlan, M.F.A.

Head of M.F.A. Directing
Illinois State University
309.438.5234

rfquinl@ilstu.edu

Anne Djerai

Chief Executive Officer
Metropolis Coffee Company
Office: 773. 338.4904

anne@metropoliscoffee.com

Kee-Yoon Nahm D.F.A.

Assistant Professor, Avant-Garde/Dramaturgy
Illinois State University
309.438.8783

cknahm@ilstu.edu

Stephanie Stroud, M.F.A.

Associate Professor, Acting & Devising
Westminster College, Salt Lake City
206.240.4406

stephaniestrousemail@gmail.com

Nisi Sturgis (AEA/SAG)

Assistant Professor of Acting
University of Illinois, Urbana-Champaign
619.459.1610

nsturgis@illinois.edu

Jane Jones (AEA/SAG)

Founder/Artistic Director
Book-It Repertory Theatre
206.491.2319

janestevensjones@gmail.com