

Kathleen Mueller

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Education

The Theatre School at DePaul University Chicago, Illinois
BFA Theatre Management
Minor in Management & History
Degree Expected: June 2009

Dean's List All Academic Quarters
Presidential Scholarship recipient
Theatre Talent Scholarship recipient
Theatre Merit Scholarship recipient
5th Annual History Conference Speaker

Administrative Experience

DePaul's Merle Reskin Theatre: Chicago, Illinois
Assistant Box Office Manager Aug 2007 – present
Ticket Agent Oct 2005 – Aug 2007

Broadway in Chicago: Chicago, Illinois
Operations Assistant Mar 2009-present

321 Management at Broadway in Chicago: Chicago, Illinois
WICKED Production Assistant Sept 2008-Jan 2009
Duties include communicating all production updates to a company of artists, handle charity requests and fan letters, create invitations to events, basic daily office work

Marketing and Company Management Experience

The Theatre School at DePaul University: Chicago, Illinois
Producer: 24 Hour Theatre Oct-Mar 2009
Duties included organizing, supervising, and producing a 24 hour theatrical process.

Company Manager: Hurrah for the Next Who Dies! Mar-June 2008
Duties included scheduling meetings with a group of artists, creating guides about location of the theatre, and overseeing the House Manager.

Chicago Children's Theatre: Chicago, Illinois
Marketing Intern Sept-Nov 2007
Duties included reconstructing database and mailing list, handling charity requests, creating postcards for members, basic front desk activities, and assisting Marketing Director Erik Schroeder.

Carol Fox & Associates: Chicago, Illinois
Marketing Intern Mar-Sept 2007
Duties included developing a marketing plan for Blue Man Group to attract ages 18-25, running a promotional booth at The Last Fling in Naperville, and assisting Marketing Associate James Juliano.

Artistic Experience

The Theatre School at DePaul University: Chicago, Illinois
Assistant to the Playwright: The Gatekeeper Feb 2009-present
Duties include assisting Playwright Matthew Ducey by creating a deadline calendar, invitations to opening, itineraries, updating script files, and booking flights/hotels for guests.

Assistant to the Director: A Streetcar Named Desire Aug-Oct 2008
Duties included assisting Director Damon Kiely by taking and delivering notes to the company of artists working on the show.

Skills:

Quikbooks Software, Choice and ArtSoft Ticketing Software, Microsoft Office Suite

References Available Upon Request