

BRIAN RUBY

269.352.6775 • bruby@mac.com • 1626 N. Washtenaw Ave. #1R Chicago, IL 60647 • brianruby.org

Theatre Arts / Sales / IT

Versatile professional with expertise and noteworthy background in theatre productions and the performing arts, combined with experience in sales and information technology.

- **Production Manager** for both The Ruckus Theater and The Side Project, and have served in various production capacities with a range of other companies including: Sideshow Theatre, Tympanic Theatre, Metropolis Performing Arts Centre, Tangerine Arts Group, MOB Productions, and Triton College.
- **Founded and ran** a successful summer theatre production company; handled all aspects of production.
- **Successfully sold and supported** high-tech computer products and software, built strong customer rapport and loyalty, and provided quality support to users.

Theatrical Production Management / Theatrical Direction / Set Design, Lighting & Repairs / Ticketing / House Management / Hiring & Coaching / Communications / Teamwork / Goal Setting & Planning / Forecasting & Budgeting / Troubleshooting / Flexibility / Building Relationships / Consultative Selling / Apple Computer Products & Software / IT Technology / Customer Service

PROFESSIONAL EXPERIENCE THEATRE ARTS

The Side Project, Chicago, IL

2012 - Present

PRODUCTION COORDINATOR

Act as the liaison between the artistic staff and hired design staff. Oversee and allocate each show budget as needed. Foster cooperation between designers and ensure that all deadlines are met. Manage the company's storefront theatre space for use by both residents and renters in terms of cleanliness, organization, and rentals.

- Manage access to space for both resident design teams as well as rental companies.
- Control and facilitate the use of company stock scenery, props, costumes, and building materials.
- Hire and manage design teams while overseeing individual show budgets.

The Athenaeum Theatre, Chicago, IL

2012 - Present

HOUSE MANAGER/BOX OFFICE/BARTENDER/ETC

Perform various tasks based on the needs of visiting shows. Predominantly serve as a House Manager for most shows in the ~1000 seat main stage, as well as working box office and bar-tending shifts for the three studio theatre's as needed.

- Manage Theatre Saints and ensure the satisfaction of audience members by providing a positive attendee experience.
- Act as liaison for the theatre, answering questions and assisting renters in setting up lobby display/sales areas.
- Handle phone and in person tickets sales using the Ovation ticketing system.

The Ruckus Theater, Chicago, IL

2010 - Present

PRODUCTION MANAGER

Given full responsibility to interview and hire designers/freelance artists, create and manage production budgets, schedule and oversee all production meetings, and ensure the completion of all technical elements for productions; Facilitated communication and cooperation between all members of the production staff during shows. Provided a healthy work environment.

- Hire and manage design staff for all productions, including oversight of contracts and budgets.
- Create and manage the company production schedule, in addition to individual production calendars.
- Curate and direct assorted artistic projects and fundraising events on behalf of the company.

CONTINUED...

MOB Productions, Chicago, IL**2006 - 2008****RESIDENT TECHNICAL DIRECTOR**

Managed and oversaw all technical elements for company productions, hiring of additional design staff, facilitating cooperation between the members of the design team and troubleshooting any technical problems arising prior to or during performance runs.

- Initiated a new fund raising technique through partnerships with profit sharing websites such as igive.com.
- In a partnership with the Artistic Director, conceived of and directed two successful Fan Fiction Fundraisers.
- Designed and built the company website.

Metropolis Performing Arts Centre, Arlington Heights, IL**2006 - 2006****SCENIC DESIGNER/TECHNICAL DIRECTOR**

Designed and constructed all scenic elements for the summer camp theatrical production, while managing a small staff of interns.

- Designed and built the set for the Summer Camp production of *The Secret Garden* attended by children and parents.
- Oversaw construction staff of high school age interns.

Balch Festival Playhouse, Kalamazoo, MI**2003 - 2004****SCENE SHOP STAFF / SCENIC DESIGNER / TECHNICAL DIRECTOR**

Recruited for multiple roles: 1) built sets and hung and repaired lighting for shows in both the Festival Playhouse and the smaller Dungeon Theatre, 2) led student workers to plan and implement production concepts and 3) budgeted the production and ordered materials and supplies.

- Selected as the de facto manager and point of contact for the Scenic Shop staff.
- Designed scenery and built key set pieces for productions of *Macbeth* and *Balm in Gilead*
- Technical directed and managed the production of *HAIR*.

Bay Area Recreational Drama, Bay City, MI**2001 - 2003****ARTISTIC DIRECTOR / FOUNDER**

Founded and ran not-for-profit theater company handling both directorial and design aspects of two full theatrical summer productions at the Bay City Players. Managed all business aspects involved with running a small theatre company including audience development, ad sales, marketing, space procurement, casting, and technical production.

- Directed and produced 2 full length plays and 6 performances by an improv troupe.
- Solicited advertising from patrons and local business to fund productions.
- Negotiated the donation of space at a local theatre.

**PROFESSIONAL EXPERIENCE
SALES & IT****University of Chicago Lab Schools, Chicago, IL****2006 - 2013****INFORMATION SYSTEMS SUPPORT ASSOCIATE**

Acted as help desk and on site support to troubleshoot and repair computers and their peripherals. Work one on one with teachers and staff to implement computer programs into curriculum.

CONTINUED...

- Instituted a new system for the reservation, care, and delivery of the mobile laptop carts.
- Assisted in the training of additional support staff and conducted training of software usage for faculty and staff.
- Managed the inventorying of equipment in the Information Systems Filemaker database.

Apple Computer, Chicago, IL**2005 - 2006****MAC SPECIALIST**

Ascertained needs of each customer and determined proper solution. Described and demonstrated use of mid-level technical products and recommended products based on best solution for each customer. Maintained knowledge of products, promotions and company policies.

- Met and/or exceeded sales goals each quarter.
- Built customer loyalty and increased sales for accessories and software.

EDUCATION

Bachelor of Arts in Theatre Arts – Kalamazoo College, Kalamazoo, MI

OTHER EDUCATIONAL EXPERIENCES

Study abroad in Theatre Arts – Goldsmiths College, University of London, London, UK

COMPUTER SKILLS

Microsoft Office suite, Apple iLife & iWork suite, Google Apps, Filemaker Pro, Adobe Photoshop, Adobe InDesign, Ovation and Brown Paper Tickets box office software

SPECIAL SKILLS

Fire Eating, Improvisation, Saxophone