



REBECA SCHRETZLMEIR

Event Producer & Entertainment Management

CONTACT

+1.518.322.8153

Rebeca.Schretzlmeir@gmail.com

www.rebecaschretzlmeir.com

SKILLS

Professional

Detail-Oriented

Adaptability

Resourceful

Data Entry

Enhance Quality

Travel Coordination

Collaboration with Clients

Project Management

Time Management

Valid Passport & Driver's License

Technical

Theatrical Production & Operation

Cue Calling to Music

Theatrical Lighting & Audio/Visual

Event Production & Operation

Software

Microsoft Office Suite

iWork Office Suite

Google Workspace

Boomer Commerce

Tripleseat

QLab

EDUCATION

Bachelor of Arts

Theatre- Stage Management (Major)

Arts Management (Minor)

State University New York, Oswego, 2012

Executive Certificate

Hospitality & Tourism Management

Florida Atlantic University, 2020

PROFESSIONAL EXPERIENCE

EVENT PRODUCER

Hargrove from Encore

2023-Present

- Lead teams to align on project vision, strategy, and execution for complex, high-revenue events (\$1M+).
- Work with Sales to ensure proposal estimates are accurate before client presentations.
- Manage all project phases, including meetings, documentation, and invoicing.
- Oversee vendor relationships, budgets, and ensure smooth team transitions and on-site briefings.
- Coordinate logistics, including space, schedules, floor plans (fire marshal compliance), and installation/dismantling, with clear communication with venue event managers

SENIOR EVENT MANAGER

Hargrove from Encore

2021-2023

- Led cross-departmental teams to align on strategy and execution for trade shows, exhibits, and experiential events.
- Managed schedules and facilitated internal and client meetings across all production phases.
- Collaborated with design, production, and fabrication teams on renderings, floor plans, and technical drawings.
- Oversaw work orders, graphic submissions, and procurement of rentals/services/materials.
- Coordinated logistics, install/dismantle schedules, and supported process improvements.

PATRON SERVICES MANAGER

Tobin Center for the Performing Arts

2021

- Served as house manager for Tobin's multi-venue performing arts center, ensuring exceptional patron experiences with a focus on customer service, safety, and quality.
- Coordinated across departments to enhance experiences for diverse events.
- Supervised and provided feedback to volunteer ushers during public and private events.
- Prepared front-of-house operations, including setting lighting and audio.
- Addressed customer concerns and complaints promptly and professionally

EVENT MANAGER

Walters Wedding Estates

2020-2021

- Led client and vendor meetings to coordinate event details.
- Managed Tripleseat Event Software for event operations.
- Oversaw wedding timelines, including rehearsal, ceremony, reception, and grand exit.
- Executed BEOs with the Banquet Team.
- Maintained friendly communication with guests to ensure needs were met.



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CERTIFICATIONS

OSHA 30 Certification, 2020

CPR/AED/First Aid, 2023

REFERENCES

References available upon request

PRODUCTION STAGE MANAGER & PROJECT MANAGER

SeaWorld Parks & Entertainment – SeaWorld San Antonio **2018-2020**

- Orchestrated weekly production meetings, rehearsal schedules, installation schedules, and daily event operations for 15 theatrical performances and park-wide events & festivals
- Coordinated and oversaw contractors working onsite
- Produced calling scripts, track sheets, and standard operating procedures to ensure venue safety and show quality is upheld to the highest standard
- Coordinated and collaborated with various departments to successfully achieve mutual business goals
- Overhauled the training procedures for stage managers to reflect updated company policies and practices

TOURING STAGE MANAGER

StarQuest Dance Competition **2018**

- Directed local and union crews during venue load in and load out
- Managed stage set up including, laying dance floor, installing scenic elements, setting up run lights, taping out sight lines, refocusing lighting instruments, and creating performance lighting design
- Maintained a fun and positive backstage atmosphere for 500-1000 performers in high-pressure & complex environments
- Led touring team of 15+ crew members to run a seamless, live, unscripted dance competition show

PRODUCTION STAGE & EVENT MANAGER

SeaWorld Parks & Entertainment – Busch Gardens Williamsburg **2015-2018**

- Supervised rehearsals, show operations, and daily event operations including put-in rehearsals, brush up rehearsals, and sign-off performances for multiple show and event products
- Cross-trained in 5 performance venues covering 10+ show products in order to provide sage management support
- Generated and distributed staffing schedules and daily rotations while managing labor budgets for 100+ team members
- Provided daily feedback to performers, technicians, and management, including creative notes as well as producing and administering progress evaluations
- Performed daily tasks outside of the job responsibilities of stage manager revolving around venue lighting procedures, such as start-up procedures, light board operation during performances, lighting troubleshooting, projection focus and alignments, and daily shut down procedures

ASSISTANT STAGE MANAGER & PRODUCTION COORDINATOR

Virginia Arts Festival **2017**

- Assistant Stage Manager for *Kept: A Ghost Story* an Opera in One Act-a world premier opera produced by The Duffy Institute for New Opera and Virginia Arts Festival
- Documented rehearsal processes and performance procedures to create a consistent artistic standard
- Participated in the set-up, operations, and tear down of a 3-day, multi-stage outdoor music festival

PRODUCTION STAGE MANAGER

Home Made Theater **2012-2016**

- Developed production and rehearsal calendars while enforcing deadlines for creative team of designers and directors
- Oversaw rehearsals and performances for various main stage productions
- Annotated blocking, distributed line notes, and led performer warm-ups
- Created and maintained production books
- Provided support for audition processes