

ADAM GLATZL

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OBJECTIVE

Passionate and dedicated theater professional with a background in acting, production, and theater theory. Leveraging diverse theater experience, I am committed to fostering a collaborative and inclusive production environment while instilling a love for creativity and performance in the next generation of theater professionals.

EDUCATION

Bachelor of Arts: Theater, Metropolitan State University, Saint Paul, MN - Magna Cum Laude.

Relevant Coursework: Voice: Speaking from the Experience; The Art of Reading Plays; Production and Performance Laboratory; The Evolution of Western Theater; Playwriting; The Live Theater Experience; Advanced Acting; Directing and Creating Theater, Stagecraft: Lighting and Set Design.

Additional Training:

- **Commercials** – Bill Cooper, Minneapolis, MN
- **Improvisation**, HUGE Improv Theater, Minneapolis, MN – facilitated by MJ Marsh
- **On Camera & Scene Study** – Facilitated by Bill Cooper, Larry Moss, Raye Birk, and Howard Meyer
- **Shakespeare** – Facilitated by John Barton, Cicely Berry, Patsy Rodenburg, and Raye Birk
- **Voice Technique & Voiceover** – Facilitated by Gail Smogard (voice) and Beth Chaplin (voiceover)
- **Basic to Mastery: Acting Techniques**, Howard Meyer's Acting School, Pleasantville, NY

PRODUCTION EXPERIENCE

Administrative Coordinator, Metropolitan State University Theater Dept., Saint Paul, MN, August 2024 – May 2026

- Serves as the administrative coordinator between Ten Thousand Things Theater and the Theater department, ensuring clear communication and successful execution of production needs.
- Demonstrates production management skills by coordinating two Ten Thousand Things Theater productions on the Metro State University campus, overseeing booking, scheduling, and logistical operations.
- Communicates clearly and professionally through written documentation, scheduling materials, Outlook email correspondence, and meetings with both internal and external stakeholders.
- Coordinates closely with Student Life and Leadership Development to secure spaces, finalize logistics, and maintain compliance with campus policies and procedures.

Theater Underground President, Metropolitan State University, Saint Paul, MN, May 2024 – May 2026

- Coordinates and manages actor and actress scheduling, ensuring efficient progression of auditions and callbacks in collaboration with the director, Jonathan Beller.
- Facilitates casting operations by filtering talent, organizing paperwork, and supporting selection decisions through detailed discussions with directors and production staff.
- Participates in production meetings involving lighting and staging, providing administrative support.
- Organizes and documents audition schedules and event timelines, ensuring all departments receive updates.
- Records comprehensive meeting minutes, transforming discussions into actionable task sheets to support efficient production management.
- Communicates clearly and professionally with group members, directors, actors, and production staff to support aligned and successful production activities.
- Lead Theater Underground meetings, facilitate discussions, create meeting outlines, and record minutes.

Assistant Director, Metro State University, Saint Paul, MN, August 2024 – December 2024

- Directed a featured scene in the production and collaborated closely with cast members.
- Worked one-on-one with the director to shape the overall vision of the show.
- Assisted the director in maintaining organization across directorial aspects of the production.

ACTING EXPERIENCE

Vasa Lisa, Sir Van Franzen The Terrible, Director: Kimberly Richardson, Theater Underground- Metro State, St. Paul, MN
Eurydice, The Nasty Interesting Man, Director: Marisa B. Tejeda, Theater Underground-Metro State, St. Paul, MN
Trust, Father Randall, Director: Rich Remedios, Self-Reliant Theater, Minneapolis, MN
Doubt, Father Flynn, Director: Raye Birk, The Actor's Workout, Dowling Studio, Minneapolis, MN
Crime and Punishment, Razumikhin, Director: Noah Bremer, Live Action Set, Minneapolis, MN
Hamlet, Horatio and Hamlet (Lead), Directors: John Barton and Cicely Berry, Oxford Shakespeare Co., London, U.K.

Additional theater experience upon request. Extensive experience in film, web series, television, commercials, print media, live shows, and voiceover work. An acting resume is available upon request.

PROFESSIONAL EXPERIENCE

Adult Education Director, Unity Minneapolis, Golden Valley, MN, March 2019 – March 2020; January 2026 – Present

- Develop curriculum for adult learners for an 8-week period, approved by the Unity Worldwide Ministries.
- Lead inclusive classes, accommodating diverse learning styles for understanding complex spiritual content.
- Book talent for events by finding performers and negotiating contracts, while also promoting ticket sales.
- Collaborate with the Senior Minister and other staff to improve outcomes and address unexpected difficulties.
- Maintain detailed records and financial accounts, providing regular reports to Board members.
- Create instructional materials and design lesson plans appropriate for Unity students, including multiple subjects in an inclusive and welcoming environment.
- Strategically plan and schedule curriculum offerings 3–6 months in advance, aligning programming with organizational goals, seasonal themes, and congregational needs.

Volunteer Coordinator, Unity Minneapolis, Golden Valley, MN, December 2024 – Present

- Oversee scheduling operations for 30 daily and 200 total volunteers through Ministry Scheduler Pro.
- Creatively develop and implement themed programs and events, overseeing recruitment, onboarding, and training initiatives to support volunteer projects and community events.
- Collaborate with senior leadership during biweekly meetings to identify projected needs, brainstorm new volunteer projects, and align program initiatives with Unity Minneapolis's mission.
- Track and report monthly volunteer engagement metrics, including the number of active volunteers and completed shifts, comparing current data with the past year to identify trends and measure growth.
- Highlight key accomplishments from the past 30 days, promote upcoming initiatives for the next 30 days through board report updates and social media marketing, increasing volunteer visibility and engagement.
- Oversee and verify monetary donations by signing off on deposits and ensuring secure storage in the vault.
- Manage budgeting, request funding, and negotiate rental fees, space, and catering for volunteer appreciation events, while overseeing expenditures for stocking necessary products.
- Lead monthly Men's Group gatherings, promoting a just, equitable, and inclusive environment through thoughtful and respectful dialogue.

Server and Lead Trainer, Italian Eatery, Minneapolis, MN, July 2020 – Present

- Engaged with guests using compassionate communication and active listening to enhance the dinner experience.
- Promoted to Lead Trainer for demonstrating reliability, professional integrity, and an understanding of restaurant culture, coupled with a passion for delivering a memorable guest experience.
- Demonstrate a strong work ethic by proactively collaborating with managers to revamp and redefine the new server-hire training program, resulting in a notable enhancement in the quality of service provided.
- Entice guests with passion for menu options, sparking curiosity, and expanding menu selection.
- Foster a sense of community among guests and colleagues, cultivating a spirit of camaraderie through meaningful experiences shared around the dinner table.

TECHNICAL SKILLS

Production management · Theatrical operations · Budget tracking and reconciliation · Expense projections · Calendar and schedule creation · Microsoft Office Suite (Word, Excel, Outlook) · Dropbox & SharePoint administration · IT organization for production departments · Safety compliance (OSHA familiarity, MSDS management) · Event and rental coordination · Travel and lodging logistics · Itinerary creation · Documentation and recordkeeping · Meeting facilitation and note-taking · Anti-racism and EDI-informed organizational practices · Intercultural Development Inventory training.