

ADAM GLATZL

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PROFESSIONAL SUMMARY

Detail-oriented theater and nonprofit professional with extensive experience in event planning, hospitality, volunteer management, and arts administration. Skilled at coordinating complex events, managing logistics, cultivating meaningful guest experiences, and collaborating across departments to achieve organizational goals. Brings a strong foundation in theater production, exceptional customer service developed through years in fine dining, and a passion for building welcoming, inclusive communities. Recognized for organizational excellence, relationship-centered leadership, clear communication, and the ability to manage multiple priorities while maintaining meticulous attention to detail. Eager to contribute these strengths to a mission-driven arts organization dedicated to enriching its community through exceptional theater.

CORE COMPETENCIES

Event Planning & Execution • Donor & Guest Hospitality • Volunteer Leadership & Engagement • Relationship Building & Stewardship • Theater & Production Administration • Cross-Functional Collaboration • Event Logistics & Operations • Budget & Vendor Coordination • Scheduling & Project Management • Stakeholder Communication • Guest Experience & Patron Services • Team Training & Development • Recordkeeping & Administrative Operations • Equity, Diversity & Inclusive Leadership • Lead monthly Men's Group gatherings.

PROFESSIONAL EXPERIENCE

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

- Manage volunteer operations for a community of more than 150+ volunteers, oversee scheduling, communications, onboarding, and engagement strategies to ensure reliable and welcoming support for weekly services and special events.
- Plan and execute community events and volunteer initiatives from concept through completion, coordinate staffing plans, logistics, communications, and participant experience to create meaningful and well-organized gatherings.
- Established data-driven reporting practices to monitor volunteer engagement, identify participation trends, and provide leadership with actionable insights that informed recruitment and retention strategies.
- Partner with organizational leadership and cross-functional teams to develop programming strategies, anticipate operational needs, and ensure events align with institutional goals and community priorities.
- 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.
- Manage event budgets, coordinate catering and facility logistics, negotiate vendor arrangements, and monitor expenditures to deliver successful events while maintaining fiscal responsibility.

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

- Develop curriculum for adult learners.
- Lead inclusive classes, accommodating diverse learning styles for understanding complex spiritual content.
- Coordinate guest artist engagements by identifying presenters, negotiating agreements, managing event logistics, and supporting promotional efforts to increase attendance and community engagement.
- Collaborate with executive leadership and internal teams to resolve challenges, streamline event operations, and ensure successful program delivery.
- Maintain accurate financial records, track program expenses, and prepare organizational reports for leadership review and strategic decision-making.
- Create instructional materials and design lesson plans.
- Develop long-range programming calendars, coordinate multiple overlapping events, and manage timelines to support organizational priorities and community engagement goals.

PRODUCTION EXPERIENCE

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

- Served as the primary administrative liaison between Ten Thousand Things Theater and Metropolitan State University's Theater Department, coordinated communication, scheduling, production logistics, and operational needs across partner organizations.
- Coordinated production logistics for professional theater performances.
- Developed and maintained professional communications, schedules, meeting documentation, and organizational materials to support collaboration among artists, administrators, and institutional partners.
- Coordinated 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

- Managed audition and production schedules, coordinate participant communication, and maintain organized timelines to support efficient casting and production processes.
- Facilitated casting operations by filtering talent, organizing paperwork, and supporting selection decisions through detailed discussions with directors and production staff.
- Participated in production meetings involving lighting, staging, & directing, providing administrative support.
- Created production timelines, documentation, and communication systems that keep artists and production teams aligned throughout the creative process.
- Recorded comprehensive meeting minutes, transforming discussions into actionable task sheets to support efficient production management.
- Communicated 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.
- Worked closely with Student Life and Leadership Development to coordinate special events.

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

- Deliver high-touch hospitality experiences through attentive communication, personalized service, and anticipation of guest needs in a fast-paced environment.
- Promoted to Lead Trainer based on demonstrated leadership, operational knowledge, and commitment to cultivating exceptional guest experiences.
- Partnered with management to redesign employee training systems, improving onboarding processes and establishing consistent service standards across the team.
- 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.

EDUCATION

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

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

TECHNOLOGY AND SYSTEMS PROFICIENCIES

Microsoft Office Suite (Word, Excel, Outlook) · Dropbox & SharePoint administration · Zoom · IT organization for production departments · Production management · Theatrical operations · Budget tracking and reconciliation · Expense projections · Calendar and schedule creation · 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.

