

# Cleve Schmalz

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## Highlight of Qualifications

- Recent previous experience as a Production Assistant and behind-the-scenes knowledge garnered through recent employment experience as a film and television “extra”
- Gate Scanning Supervisor (Festival Services) with TIFF for three consecutive years 2016/2017/2018, experience as TIFF Industry Box Office Ticket Agent (Festival Services), 2014, and an additional 5+ years as a Year Round Volunteer with TIFF
- 12+ years’ experience in the Home Entertainment Industry, including 10+ years in management demonstrating strong leadership capacities, planning and budgeting skills, Excellent people, visionary, problem solving and trouble shooting skills
- Strong leadership, communications, delegation, change/ adaptability skill sets
- A natural people-person who excels in thinking ahead, being prepared, having a great attitude, being observant, being communicative and engaged
- Strong computer skills, and extensive experience with databases

## Relevant Industry Experience

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|--|-----------------------|
| <b>Production Assistant</b> <i>Art, Liminal, Odd Rocket Films</i>  | <b>Apr 2019</b>       |
| <b>Production Assistant</b> , <i>The Black Dawn Trailer, Spirit Guide Prod.</i>  | <b>Mar 2019</b>       |
| <b>Production Assistant</b> , <i>Gripe "You May Kiss The Bride" Film by R Mazumder</i>   | <b>Feb 2019</b>       |
| <b>Production Assistant</b> , <i>"Untitled Pilot", Zapruder Films</i>  | <b>May 2019</b>       |
| <b>Film Extra</b> , <i>Dare Me</i>   | <b>July 2019</b>      |
| <b>Film Extra</b> , <i>Silent Witness, Murdoch Mysteries, Untold Stories of the ER</i><br><i>Condor, Suits, Christmas with a Prince, The Boys</i>  | <b>June 2019</b>      |
| <b>Film Extra</b> , <i>Dare Me, Spinning Out, Secret Society of Second Born Royals,</i><br><i>Macguffin</i>  | <b>May 2019</b>       |
| <b>Film Extra</b> , <i>Impulse, Spinning Out, Fox Marin Associates</i>   | <b>Apr 2019</b>       |
| <b>Film Extra</b> , <i>Designated Survivor, See No Evil, The Handmaids Tale</i>  | <b>Feb 2019</b>       |
| <b>Film Extra</b> , <i>"Parry, Reposte" Film by M. Goldbloom</i>   | <b>Jan 2019</b>       |
| <b>Scanning Representative</b> , <i>Toronto International Film Festival (TIFF)</i>   | <b>Sept 2018</b>      |
| <ul style="list-style-type: none"><li>• Worked with Front of House to facilitate entry to Public and Press &amp; Industry Screenings</li><li>• Oversaw a group of volunteers at the venue, providing training, briefing and supervision as needed</li><li>• Coached and supervised volunteers when scanning tickets and credentials, and provided problem solving to resolve trouble-shooting as necessary</li><li>• Documented challenges and feedback for continuous improvement</li></ul> |                       |
| <b>Toronto International Film Festival (TIFF) Year Round Volunteer</b>   | <b>2012 – Present</b> |
| <ul style="list-style-type: none"><li>• Bell Blue Room Volunteer - Face of TIFF Membership, meeting and greeting members, answering questions, documenting traffic and space issues</li></ul>  |                       |

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- Exhibition Volunteer - Greeting and directing visitors, providing handouts/guides, tracking capacity as visitors exit, upholding gallery policies, monitoring the space, reporting technical issues
- Inside Theatre Volunteer - Answering general questions, providing screening information, ushering, lineup assistance, checking/tearing tickets
- Screen Test Machine Volunteer - Taking visitors through the steps of filming a three minute video

**Canadian Screen Awards' Year Round Volunteer** **2013 – Present**

- Greeter - Greeting guests and nominee's, offering directional and event information
- Producer Assistant - Supporting Members Lounge Producer, Guest support and maintaining the area
- PR Assistant - Various duties as required, e.g. Checking in media, supporting the press room and ensuring attending media have what they need. Supporting guests
- Red Carpet Assistant - Escorting red carpet guests during red carpet portion of the evening, and assisting the PR team as required
- Talent Wrangler - Stationed backstage, supporting event producers, e.g. Escorting presenters from their tables to backstage, and escorting award winners from the stage to the winner desk to sign for their award, to the media room to do the photo and interview circuit, then delivering them back to the event space
- Volunteer Space - Answering questions, providing directional information, managing event guest lost & found

**Other Employment Experience**

**Assistant Store Manager, Rockport Canada** May 2016 - August 2018

- Throughout the first twelve months of 2016 and into 2017, meaningful and rewarding customer encounters helped our store exceed its monthly Sales Goals and achieve sales bonuses on four occasions. In our final year of operation, our Vaughan Mills location exceeded our monthly sales goal six months out of seven and hit max sales bonuses on four of the six months.

**Store Manager, Solutions** May 2013 – May 2016

- Led teams of Temp. employees to setup 25 K Sq Ft store
- Designed, sold and processed customer custom closets using Schulte Strongware to layout closet designs, help customers reach optimal design solution with attention to detail, and scheduled closet completion, factoring time, inventory, manpower and skill.

**Store Manager/Assistant Manager, Blockbuster Canada** April 2009 - Oct 2011

- Drove team performance to achieve top Entertainment Pack sales in the district for the 2010/ 2011 holiday season

**Store Manager (Self-employed), BoxOffice Video** Sept 1996 - Sept 2006

- Independently owned, operated and managed a retail/ rental video store operation

**Education**

Degree in Civil Aviation, Air Carrier Management, Georgian College of Applied Arts & Technology