

# Jon C. Halbur

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## QUALIFICATIONS

Over 25 years experience in all facets of show business. Proficient in casting, staging, directing, teaching, payroll, marketing, company management, rehearsal scheduling, assisting celebrities, booking and scheduling musicians and bands, coordinating special events, writing copy, directing industrials and building atmosphere programs. I am an experienced actor familiar in all facets of production, television, film, commercials as well as having been an assistant to producer and director. I possess guest service and human resource skills including applicant screening, employee orientation, evaluation and placement and excel as a group leader with experience in developing special projects. My ability to deal diplomatically with the needs of management and employee is one of my greatest talents.

## EMPLOYMENT

- 2005 – Present      Nevada Ballet Theater, Dance Fusion, Star Dance Academy, Las Vegas, NV  
**Musical Theatre Director /Teacher of master classes in voice, acting and theatre**  
Taught beginners, intermediate, and advanced students, Designed a curriculum that encompasses beginning voice technique, acting, improvisation, scene study and theatre movement.
- 2004 – Present      Caprio Media Design and Management, Las Vegas, NV  
**Executive Assistant to Michael Caprio**  
Responsible for office management, dealing with artists such as Jim Brickman, Jeff Timmons and Olivia Newton John, payroll, bookings, contracts.
- 2004 – 2005      Excalibur Hotel & Casino, Las Vegas, NV  
**Strolling Entertainment Program**  
Wrote, produced and directed shows performed on the Court Jester Stage.  
Ambassador of the property, dealt with special events and promotions for the hotel, dealt directly in guest relations.
- 2004      David Saxe Productions, Valley Forge, Pa  
**Musical Director and Director** for Broadway Live @ Lily Langtree's Theatre at the Radisson Hotel Coordinate all music, direct actors in monologues and assist in pre-production.
- 2003      Greg Thompson Productions  
**Company Manager and Singer** for Broadway Show Stoppers @ Seven Feathers Resort  
Responsible for dealing with hotel and producer, cast relations, contracts, payroll, performer.
- 2000-2003      Princess Cruise Lines  
**Guest Entertainer, Passenger relations, Company Manager**  
Perform cabaret act, production show vocalist, coordinate several passenger programs, instituted scheduling and follow through of events, assist cruise director in hosting event.

1999-2000 Best Productions, Las Vegas, NV  
**Company Manager** for Artiste Del Arte at Venetian Hotel and Resort.  
Talent Coordinator responsible for bringing in new talent, interviews and bookings, sought new clients for industrials trade shows and theatrical bookings, handle the television, film and commercial division, taught beginning acting and cold reading to talent.

1999-2000 Paris Hotel & Casino, Las Vegas, NV  
**Public Relations**  
Pre-opening production, develop and execute atmosphere programs, develop a greeter/ambassador program, create group tours of property and orientation for new employees, develop popular atmosphere program for F&B utilizing product from restaurants through Singing Bicycle Bread Man and singing waiters.

1993- 1999 Bally's Las Vegas  
**Assistant to VP of Marketing & Entertainment, Performer**  
Proficient in booking talent, casino marketing and events, external media, corporate sponsorships, television productions, large scale touring shows, installation and de-installation of major theatrical productions, principle singer in "Jubilee".

1990-1991 Greg Thompson Productions, Las Vegas, NV  
**Company Manger / Performer** for "High Voltage", at Dunes Hotel & Casino  
Responsible for scheduling promotional events with cast, payroll, rehearsal schedule, liaison between Production Company and Hotel property, oversee daily running of the show, featured male vocalist.

## EDUCATION

1980

**Bachelor of Science degree in Business. Phoenix College, Phoenix, AZ**  
**Experience of Life Degree in Entertainment, Human Relations and Marketing.**

## COMPUTER SKILLS

Word Perfect, Microsoft Word and Excel proficient.