
SKILLS & SPECIALITIES

PRODUCTION MANAGEMENT // VENUE OPERATIONS // ACCOUNTING // SOUND ENGINEERING

EXPERIENCE

MICROSOFT THEATER - Production Manager

July 2018 to Present - Los Angeles, CA

- Oversight of venue operations and stage production for a variety of events - from touring concerts to televised award shows.
- Settlement and reconciliation of event budget vs. expenses
- Receipt, approval, and submission of IATSE 33 stagehand payroll
- Oversight of theater operations, maintenance, and capital expenditure projects
- Hire of backline, staging, audio & lighting consoles, Co2, LED backdrops, and pyrotechnic effects
- Coordination of interdepartmental staff and artist management from advance through settlement
- Preparation and distribution of production notes to inform campus of event particulars

LANA DEL REY - B-Party Road Manager, Musician

April 2014 to July 2018 - London, United Kingdom & Los Angeles, CA

- Live performance of bass guitar, double bass, synthesizer, and piano to sold-out audiences worldwide
 - *Notable headlining performances include: Glastonbury Festival (UK), Bergen Fest (Norway), Coachella Valley Music and Arts Festival (California), Austin City Limits (Texas), Electric Picnic (Dublin), Lollapalooza (Chicago, Sao Paulo, Buenos Aires, Santiago)*
- Performed double bass / piano at BBC's Maida Vale Studio with Huw Stephens on BBC Radio 1

DERMOT KENNEDY - Tour Manager / Sound Engineer

March 2017 to July 2018 - Dublin, Ireland

- Front of house mixing in clubs, theatres, and festivals on a variety of house consoles
- Oversight of wireless packs and transmitters for IEM
- Responsible for nightly settlement, A & B party travel, and tour accounting

ATLAS GENIUS - Tour Manager / Production Manager

June 2012 to December 2013 - Adelaide, South Australia

- Advancing of all headline concerts, televised, festival, and promotional performances
- Budgeting, invoicing, and accounting of all tour finances and reconciliation with label tour support
- Management of all accounts receivable for performance income and merchandise sales
- Planning of tour routing and scheduling with artist's agency
- Coordination with PR and Production contacts for TV and Radio promotion through album cycle
 - *Notable performances include: The Late Show with David Letterman, The Tonight Show with Jay Leno, KCRW's Morning Becomes Eclectic, Late Nite with Jimmy Fallon, SXSW*
- Weekly reporting of album sales at live shows to Soundscan
- Resolution of all particulars involving customs and immigration while performing internationally
- Coordination of all flights, ground transportation, payroll, and bus leasing

RECORD COLLECTION - Associate Manager

May 2011 to June 2012 - Malibu, California

- Oversight of day-to-day operations of the in-house record label and artist management roster
- Budgeting and invoicing on behalf of artist's recording sessions and touring work
- Maintenance and construction of artist's and label's web sites
- Oversight, budgeting, and planning of our independently released albums on CD, Vinyl, Cassette, and MP3
 - John Frusciante 'Letur-Lefr' 2012
 - John Frusciante 'PBX Funicular Intaglio Zone' 2012
 - Blake Mills 'Break Mirrors' 2011

DEMI LOVATO / HOLLYWOOD RECORDS - Musician, B-Party Road Manager

March 2008 to April 2011 - Los Angeles, CA

- Assistance in hiring and training stage musicians
- World touring experience playing bass guitar through South America, Central America, Canada, Europe, and USA
 - *Notable televised performances include: The Tonight Show with Jay Leno, The Tonight Show with Conan O'Brien, The Ellen Show (2x) Late Night with Jimmy Fallon, The Today Show (2x), Good Morning America, 2008 Kids Presidential Inaugural Concert (First family in attendance)*

WARNER BROS. RECORDS - Junior Manager, Marketing

June 2005 to May 2008 - Burbank, California

- Assisted in the design and execution of marketing and sales campaigns for several artists signed to Warner Bros. Records
- Responsible for budgets and accounts payable within album cycles
- Updated artist websites using WordPress, CSS, and HTML
- Received the RIAA Certified Gold award for marketing work on MUSE 'Black Holes and Revelations' (2006)

EDUCATION

UNIVERSITY OF SOUTHERN CALIFORNIA *Los Angeles, CA (2003-2009)*

Bachelor of Science in Jazz Studies from the Flora L. Thornton School of Music at USC

SANTA MONICA COLLEGE *Santa Monica, CA*

On course for Associate Certification in Accounting

VOLUNTEER EXPERIENCE

MARTY AND ELAYNE - *Musician*

May 2014 to Present - Los Angeles, CA - The Dresden Lounge

- Double bass for the legendary jazz duo in their nightly residence in East Hollywood

SAINT FRANCIS MISSION - *Volunteer / Server*

August 2018 to Present - Los Angeles, CA

- Monthly volunteering at a downtown Los Angeles soup kitchen

GROWN IN LA - *Volunteer / Native Plant Specialist*

May 2019 to Present - Los Angeles, CA

- Maintenance of California native gardens in Griffith Park
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ADDITIONAL USEFUL SKILLS AND INTERESTS

- Proficient in Microsoft Outlook, Excel, Word, Google Drive, Google Forms
- Proficient in Pro Tools, Logic Pro, AutoCAD, Adobe Suite
- Knowledge of most digital and analog mixing consoles
- Sound and lighting systems engineering
- Elementary Web Design (HTML, CSS, WordPress)