

# MARLEE TAYLOR

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MarleeTaylor.com

## EDUCATION

### University of Florida '16

B.S. in Telecommunications  
Specializing in Production  
Minor in Cultural Anthropology

## PROFICIENCIES

Event Production  
Artist Relations  
Master Tour  
Attendium  
Adobe Premier  
Excel  
Google Suit  
Mac and Windows OS  
Power Point  
Camera Operation

## REFERENCES

### Larry Seigel

GM | Central Park SummerStage  
917.439.3243  
lseigel@cityparksfoundation.org

### Shazia Abji

Producer | Good Sense & Company  
646.678.9776  
shazia@goodsenseandcompany.com

### Tony Melchior

PM | Bowery Presents  
Melchior Productions  
917.359.6447  
melchprod@aol.com

## SELECTED PRODUCTION EXPERIENCE

### PROMOTER REP

#### Avant Gardner LLC / Brooklyn Mirage

May 2019 - Present | Brooklyn | 5,000 -9,000 cap

- Work with Head of Programming and Talent Buyer(s) on shows assigned
- Manage artist/agency invoices and ensure timely payment of deposits and fees
- Plan, confirm, audit contractual obligations with artist/tour/sub promoters and advance areas of settlement
- Day-of-show needs: Primary Client and/or Tour Contact, Develop relationships with agent/artists/tour managers while onsite, manage artist guest list
- Update internal documents and ensure timely communication with all departments

### PRODUCTION COORDINATOR

#### Central Park SummerStage/City Park Foundation

Summer 2018- Present | Seasonal | NYC | 5,000 cap

- Facilitate interdepartmental communication with production, programming, operations, marketing & development, finance, and executive teams
- Assist GM in generating Schedule C settlement reports for all rental clients like Good Morning America ABC
- Track and process payroll, using ADP, collection and processing of employee on boarding documentation, including I.A.T.S.I Local One payroll
- Manage production office operations, filing incident reports, creating show physicals for PARKS and inputting notes into show reports in a timely manner
- Oversee Production Assistant and assign tasks as needed, confirm work schedule, call times and show calendars with GM and PM

### FREELANCE

September 2018 - Present | NYC

- **Melchior Productions**, NY - Production Assistant | Magnificat 2018, AFTD Benefit 2018, JCCI Gala 2018
- **Scott Mauro Entertainment**, NY - Production Assistant | Shane's Inspiration 2018, Princess Grace Awards 2018, UNICEF Snowflake Ball 2018
- **The Bowery Presents**, NY - Promoter Production Coordinator | Various shows at Radio City Music Hall, The Kings Theatre, Carnegie Hall, Hammerstein Ballroom

### PRODUCTION ASSISTANT

#### TERMINAL 5 | The Bowery Presents

October 2018 - Present | NYC | 3,000 cap

- Primary DOS contact for tour, communicate with tour on budget spending, track expenses of petty cash for promoter and tour report
- Liaison between the tour, promoter and house

### PRODUCTION ASSISTANT

#### WARPAINT, South American Tour

November 1 - 15 | Brazil, Peru, Chile, Argentina

- Liaison between local promoters and touring crew for a run of festivals and head line shows
- Assisted Tour Manager and Production Manager with day of show needs

### PRODUCTION COORDINATOR

#### Relix Media Group/Dayglo Ventures

June 2017 - Sept 2017 | NYC

- Coordinated shows for Brooklyn Bowl and The Rock & Roll Playhouse
- Coordinated stage production executing stage plots, patching, striking, load in/out
- Escorted talent, advanced riders and acted as point of contact for performers
- Managed offer letters, W9's, affidavits, and other legal documents with talent reps