

MARLEE TAYLOR

MARLEE TAYLOR

813.924.7207

mar.taylork@gmail.com

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

Attendum

Adobe Premier

Excel

Google Suit

Mac and Windows OS

Power Point

Camera Operation

REFERENCES

Larry Seigel

GM | Central Park SummerStage

917.439.3243

lsiegel@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