

Bailey Williams

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Work Experience

Festival Producer, Erie's Blues & Jazz Festival, Erie, PA January 2018-August 2018

- Produce a free three-day Festival
- Contract food vendors, artistic vendors, artistic programming, and musical performances throughout the weekend
- Plan press conferences, Facebook posts, website updates, and news interviews leading up to Festival
- Create a site-map of the venue marking power sources, and flow of traffic
- Coordinate deliveries of stage, audio rentals, tents, sponsor banners, scaffolding, and port-a-lettes

Assistant Producer MBM Entertainment, New York, NY August 2017- November 2017

- Work With Non-Profits to Produce Fundraising Events
- Generate preliminary talent lists for productions, Make Asks, Coordinate Travel and Lodging For Talent
- Reserve Venues, Rent Backline Equipment
- Create Run of Show documents for production teams, Assist Stage Manager Day of Show
- Manage Credentials, Communication Between Production Groups, Day of Show

Guest Services, Stage AE, Pittsburgh, PA May 2017 - August 2017

- Set up venue space, assist in cleaning and preparation for nightly shows
- Scan tickets/Lead VIPs to correct sections

Social Media Coordinator, The College of Wooster, Wooster, OH April 2016-May 2017

- Find ways to reach and engage prospective students to increase the amount of applicants per year
- Create a weekly outline for posting, manage interview documents/pictures/calendars in Google Drive
- Photograph beauty shots, individual headshots, and various creative shots
- Interview students and alumni about their time spent at Wooster, then craft summary for Instagram, Twitter, or Snapchat

SXSW Volunteer, Do512, Austin, TX March 14 2016-March 18 2016

- Set up venues: hang posters, place sponsor's products throughout venue, clean/organize artist spaces, set up catering, run to get food and other last minute supplies, physical set up and tear down of promotional tents
- Control guests and VIP spaces: check guest lists, prepare and supply wristbands, provide talent with refreshments, provide guests with information

Production Assistant Intern, MBM Entertainment, New York, NY September 2015-December 2015

- Manage talent lists/guest lists/ticket assignment and distribution
- Make edits to the website, Dropbox, and Google Drive accounts
- Manage company calendar, schedule meetings, coordinate conference calls
- Provide on-site assistance, including running errands, talent wrangling, printing show docs, keeping run of show up to date
- Assist with on-site event set up: green room, dressing rooms, press setup/step and repeat, stage set up, etc.

Education

The College of Wooster, Wooster, OH

Degree: Bachelor of Arts, May 2017

Major: Communication Studies, **Minor:** Religious Studies **GPA:** 3.89

Honors: Dean's Scholar Award, Dean's List