CHELSEA MYERS

+1 (407) 353-2758

85 Clairview Ct, San Francisco CA 94131

chelseamyerstm@gmail.com

PROFESSIONAL SUMMARY

Experienced **Production and Merchandise Coordinator** with proficiency planning and executing live events and entertainment tours. Positive with a wide scope perspective and capacity to assist high profile artists and corporate facilities, empowering teams of all sizes while maintaining integrity. Able to communicate with large groups across multiple departments to orchestrate a full range of logistical components ensuring accuracy and efficiency.

AREAS OF EXPERTISE

Manage Multiple Concurrent Events	Production Logistics / Technical Direction	Strong Interpersonal Skills
Dedicated to Successful Results	Data / Product Entry	Revenue / Analysis Reporting
Issue Resolution / Creative Solutions	Schedule and Calendar Management	Pre and Post Project Summaries
Performance Improvement / Growth	Group Travel Accommodations	Consistent and Organized

SOFTWARE/TECHNOLOGY –Microsoft Office (Word, Excel, PowerPoint, Outlook), Windows 10, Mac OS, Square POS backend software, atVenu merchandising software, Master Tour Database, Mailchimp marketing platform, Google Docs / Google Calendar, Video Conferencing Software (Zoom, Webex), Social Media Apps, and Websites

EDUCATION – COVID-19 Compliance Officer Training & Certificate (2020), Member of the Event Safety Alliance (2020), Levl Up Industry Council Supporting Live Events during COVID-19 (2020) Northern Arizona University (2013-2015); Completed courses: Arts/Cultural Management, Theatre Management, Critical Reading/Writing

PROFESSIONAL EXPERIENCE

PRODUCTION COORDINATOR & MERCHANDISE MANAGER *Fitz & The Tantrums* – Los Angeles, CA March 2019 – Present

Spearheaded and coordinated production and hospitality specifications for over two hundred live events across North America. Managed schedules and coordinated travel logistics for a travel party of 17+, including securing domestic and international flights, ground transportation, lodging, and provided on-site assistance to ensure an optimal experience for entertainers and support staff. Handled the design, product entry, and shipping logistics for 100% of the **All the Feels** album cycle merchandise

- Constructed and applied new procedures in order to progress live-events during COVID-19, achieving a safe environment
- Provided end-to-end management of the VIP Package Program to provide the highest level of customer service and exceed talent and consumer expectations
- Mobilized a new merchandise revenue and expense reporting system that will be used by future Merchandise Managers to provide revenue reports, production submissions, and inventory management
- Identified fashion trends for the client's target market to display a new merchandise line, resulting in an increase of sales up to 3% per concert attendee from previous tours

PRODUCTION ASSISTANT *Live Nation Los Angeles* – Los Angeles, CA June 2015 – Present

Act as the liaison between the venue, promoter and touring entertainment acts to provide an optimal guest experience and successful execution of live events. Efficiently managed daily event budgets and delivered concise expense reports. Oversee daily operations and secured event deliverables. Create and foster relationships with artists, touring crew, artist management, neighboring venues and other important personnel to ensure successful execution of each event

- Adapted to internal and external factors to provide consistent results across multiple locations including, the LA Forum, Hollywood Palladium, and the Belasco
- Trained and develop new staff members while addressing individual learning styles to ensure clear communication of company procedures and best practices
- Collaborated with management to provide feedback to develop improvement plans to optimize department processes

ASSISTANT TOUR MANAGER *MGMT Touring INC* – New York, NY February 2018 – January 2019

Administered schedule management, streamlined workflow, delivered expenditure reports, efficiently managed annual and show specific budgets, oversaw travel logistics and secured international visas. Consistent collaboration with internal and external partners to ensure strategic decision making and the best practices while balancing live event and press schedules

- Successfully raised $6K for environmental non-profits through the Rock 'N' Refill campaign by REVERB while collaborating with local staff to ensure the non-taxable donation
- Created and maintained a high level of hospitality for all parties while exercising detail for personal requests
- Finalize international visa/documentation for a party of 25 individuals traveling outside of the US

ADDITIONAL RELEVANT EXPERIENCE – Production Assistant *311* (2015 - 2016); Account Manager *Felix Lighting* (2017- 2018); Touring Stage Technician *Purity Ring* (2017-2018); Stage Technician *Orpheum Theatre Flagstaff, AZ* (2013 - 2015)

REFERENCES – Daniel Choi / *Project Manager +1 415 235-2583, headmonkey@sbcglobal.net*
Luke Fisher / *Production Manager +1 (415) 859-0104, lukefisher@livenation.com*