Kaitlyn Chen

(914) 356-6948
kaitlyn.chen47@gmail.com

Objective: With my multi-faceted experience in the music industry, I am looking to transition to full-time touring with an emphasis on tour coordination and tour management.

Skills

- Adobe Photoshop / Adobe Illustrator
- Ableton Live (basic)
- Microsoft Suite (advanced Excel)
- Google Suite
- Google Sketchup
- Quickbooks
- Final Cut Pro X / iMovie
- Maya (basic)
- Java (basic)
- ETC Ion

Strengths

- Adaptable
- Multi-tasker
- Organized
- Self-motivated
- Critical Thinking / Creative Solutions
- Planning Skills
- Analytical Skills
- Time Management
- Artistic Ability

Education

Bachelor of Science Studio Art, minor in Mathematics, Cum Laude, 2018
Skidmore College, Saratoga Springs, NY

References

Megan Corkrum
Production Manager
– Tarrytown Music Hall
(914) 631-3390 Ext. 107 (Work)
(215) 380-5246 (Mobile)
mcorkrum@tarrytownmusichall.org

Jack Forman
President & Western Agent
– BiCoastal Productions
(732) 963-9186 (Work)
(414) 331-3633 (Mobile)
jack@bicoastalproductions.com

Joey Steel
Festival Organizer and Co-Stage Manager
– Make Music New York's Punk Island,
Singer – Cop/Out
(917) 428-3110
steelyourmind@gmail.com

Live Music, Production, and Touring

Guest Services June 2021 – Present
Live Nation – Irving Plaza, New York, NY

Technical Production General Crew May 2021 – Present
Caramoor Center for Music and the Arts, Katonah, NY

Usher May 2021 – Present (Seasonal)
City Parks Foundation – SummerStage, New York, NY

Stagehand and Electrician May 2019 – Present (Seasonal)
Bryant Park Presents, New York, NY

Stagehand and Electrician Oct 2018 – Present
Purchase Performing Arts Center, Purchase, NY

Lighting Designer, Followspot Op, Electrician, and Stage Crew Aug 2018 – Present
Tarrytown Music Hall, Tarrytown, NY

Art Director, Festival Organizer, Stage Manager, and Volunteer Coordinator Jan 2013 – Jan 2020
Make Music New York's Punk Island, New York, NY

Touring Crew Aug 2018 – Mar 2019
Cop/Out – NYC (All around crew: Merch, Driver, Stagehand)
Solo Tour – Aug 2018
Tour w/ Leftover Crack, Days N Daze – Feb 2019 – Mar 2019

Followspot Op and Electrician Jan 2019 – Feb 2019
Random Farms Kids Theater – RENT, Tarrytown, NY

Volunteer and Artist Jan 2011 – Oct 2018
ABC No Rio, New York, NY

Music Industry

Graphic Designer Jan 2013 – Present
Various bands, organizations, and podcasts, Croton-on-Hudson, NY

Consulting and Administrative Services Nov 2020 – July 2021
Agyakomah (Musician) – Coordinates annual goals, rollout of EP, 2021 Tour, and brand partnerships.

Street Team Member July 2020 – July 2021
Jonas Group Entertainment, Remote

Digital Marketing Intern June 2017 – Aug 2017
Columbia Records, New York, NY

Junior Agent Intern Jan 2017 – May 2017
BiCoastal Productions, New York, NY

Additional Experience and Interests

Classical Guitar Player 2014 – 2018
Saratoga Springs, NY

3rd Degree Black Belt and Volunteer 2001 – 2015
J.Y. Moon Taekwondo, Croton-on-Hudson, NY