Lizzy Allen

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A 2512 E 10th St.
Austin, TX 78702

Education

University of Oregon - Eugene, OR
June 2018

Bachelor of Arts in Dance
Bachelor of Arts in Arts Management

Experience

Tribeca Film Festival - New York, NY (April 2023 - June 2023)
Artist Relations - Musical Performances and Panels Coordinator

- Compile all run-of-show details and projected materials with film/musical teams
- Coordinate and distribute festival credentials to film/musical teams
- Oversee red carpet events to ensure on-time screenings
- Act as the at-festival host for film teams and musical performers

Sundance Film Festival - Salt Lake City, UT (November 2022 - February 2023)
Artist Relations Liaison

- Ensure all film teams presenting at the festival receive all pre-fest communications necessary to have a smooth and enjoyable festival experience
- Assist in coordinating lodging in allocated hotel/condo blocks with select film teams
- Maintain updated records of all artist information including lodging, ticket orders, attendance dates, schedules, and much more
- Act as the at-festival host for directors and film team

New Orleans Jazz and Heritage Festival - New Orleans, LA (January 2020 - May 2023)
Cultural Exchange Pavilion (CEP) Administrator

- Curate international lineup and create daily festival schedules for staff, volunteers, and artists
- Communicate with artists to arrange a smooth arrival and departure to the festival including a secure delivery of artists' materials by way of air travel, ground transportation, and personal escorts around the fairgrounds
- Create exhibits, demonstrations, and displays in the CEP tent, website, and program book copy
- Prepare all necessary materials for artists such as credentials, helpful festival information, and payment
- Supervise over volunteers assigned to the CEP department

Blue Lapis Light - Austin, TX (June 2018 - Present)
Production Manager

- Coordinate all parties involved with show (dancers, crew, and directors) during rehearsals and showtime
- Manage relationship between property managers of buildings and Blue Lapis production team
- Oversee logistics and expectations of rehearsals and complete dance program
- Assist crew with behind the scenes production including load out, load in, and rigging

Skills

- Fluent Spanish speaker
- Natural team leader
- Easily adaptable to new situations
- Solutions-oriented approach to solving problems