# KATIE JONES **(KJ)**

**MANAGEMENT | LIVE ENTERTAINMENT**

602-999-1562
katiej@railroadhart.org
www.railroadhart.org
www.colorsworldwide.com



## EDUCATION

**Masters of Arts in**
**Arts Presenting &**
**Live Entertainment Management**
University of Miami
Frost School of Music
2022

**Bachelor of Arts in**
**Music Business / Management**
**& Professional Music**
Berklee College of Music
2011

## SKILLS

Live Event Production

Venue Operations

Team Management

Strategic Planning

Customer Service

Talent/Artist Relations

Event Ticketing + Check-in

VISA + Contract advisor

Vendor Hiring

Talent Buyer

Hospitality Director

## EXPERIENCE OVERVIEW

### PROJECT & STAGE MANAGER
COLORS Worldwide | Feb 2024 - present

### ASSISTANT TOUR MANAGER, STAGE MANAGER
COLORS Worldwide, R&B ONLY | Nov 2021 - Dec 2023

### FOUNDER, MANAGEMENT
Railroad Hart | Jan 2020 - Present

### ARTIST RELATIONS MANAGER
Brooklyn Magazine Festival | April 2022 - June 2022

### STAGE MANAGER:
City Arts Corps Showcase | Oct 2021

Rolling Stone Magazine | July 2021

Little Island NYC | July 2021

### ARTISTIC MANAGER
National Sawdust | Aug 2015 - Dec 2019

### ARTIST RELATIONS / VENUE MANAGER
Moogfest | May 2017 - May 2018

### VIP CONCIERGE
Tribeca Film Festival | June 2021

### SERIES PRODUCER & CURATOR
The REVolution | Mar 2016 - Jan 2020

### FESTIVAL PRODUCER & MUSIC CURATOR
Rooftop Films | Mar 2022 - Aug 2022

### SPECIAL EVENTS PRODUCER
Rooftop Films | July 2021 - Sept 2021

### PRODUCTION COORDINATOR
Global Citizens Festival | Aug 2017 - Sept 2017

# KATIE JONES **(KJ)**

**MANAGEMENT | LIVE ENTERTAINMENT**



## WORK EXPERIENCE: IN DETAIL

### PROJECT & STAGE MANAGER
**COLORS Worldwide | Feb 2024 - Present**

- Manages live experiences and tour productions including festivals, arenas, amphitheaters while expanding across genres and markets.

### ASSISTANT TOUR, STAGE MANAGER
**COLORS Worldwide | Nov 2021 - Dec 2023**

- Managed tour & talent in various cities for **R&B ONLY LIVE & R&B ONLY FEST** including travel, production advancing, accommodations, hospitality, expenses, and on-site logistics.

### FOUNDER: ARTIST, STAGE, TOUR MGR
**Railroad Hart | Jan 2020 - Present**

- Supports musicians & productions of all dimensions by assisting with artistic management and on the road tour support while specializing in curatorial showcases and producing live events.

### ARTIST RELATIONS MANAGER
**Brooklyn Magazine Festival | April 2022 - June 2022**

- Direct contact for all booked talent, artist teams and festival talent buyers while supervising small on-site team, advancing with production and operations, organizing hospitality and on-site accommodations as well as liaising with festival staff, talent buyers and agents for artist needs.

### STAGE MANAGER
**Rolling Stone Magazine, Little Island NYC, City Arts Corps | July-Oct 2021**

- Assisted with pre-show rehearsals, advanced call and cue sheets, handled day of show staff + logistics, managed artist arrivals as well as production details and overseeing budget for event timelines.

### ARTISTIC MANAGER
**National Sawdust | Aug 2015 - Dec 2019**

- Programmed and managed 250 shows per year including talent booking, contract editing, live show logistics, international VISA details, artist travel and accommodations as well as on-site artist liaison team, in-house residencies and touring productions.

### ARTIST RELATIONS / VENUE MANAGER
**Moogfest | May 2017 - May 2018**

- Coordinated between operations and production while assisting the programming manager with artist relations on check in, credentials, guest lists, transport and front of house at venue specifics.
- Managed two Durham based venues during the festival and worked closely with the local staff to supply artist hospitality and day of show schedule.

---

### VIP CONCIERGE
**Tribeca Film Festival | June 2021**

- Greeted high profile ticket holders at festival venues and supported patrons in finding reserved seats, answered all festival questions and escorted all guests to events.

### SERIES FOUNDER, PRODUCER, & CURATOR
**The REVolution | Mar 2016 - Jan 2020**

- Creative Director, talent curator, and event producer of National Sawdust's longest running performance series, supported by NYC Mayor's Office of Media + Entertainment as well as The Deli Magazine, Wild Honey Pie, Soundigest, and hospitality partners for sponsorship from Lagunita's, Radeberger, Dr. Brew Kombucha, Sweet Reason CBD Water, and Kind Bars.

### FESTIVAL PRODUCER & MUSIC CURATOR
**Rooftop Films | Mar - Aug 2022**

- Produced and supported summer series film festival by outreach to partner brands, staffing rental opportunities, booked all live music for screenings and consult events as well as managing travel and accommodations for all film talent involved.

### SPECIAL EVENTS PRODUCER
**Rooftop Films | July 2021 - Sept 2021**

- Sourced vendors, hired team members, coordinated talent arrivals, managed event logistics as well as call sheets, and produced NYC HOMECOMING WEEK - 6 film screenings in 5 boroughs in 5 days.