JULIE VIERA

CONTACT INFORMATION
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Washington DC - IAD

WORK EXPERIENCE

REMOTE TOUR ASSISTANT *Various Clients*..... **August 2023 - December 2024**

- Administrative support for national and international concert tours.
- Created and maintained travel and transportation spreadsheets for tour management.
- Compiled personal documents and information for crews of up to 80 people.

PRODUCTION ASSISTANT *Olivia Rodrigo - Live at the Bluebird Cafe*..... **September 2023**

- Provided on-site, day-of event support for the production team.
- Handled production errands around Nashville.
- Coordinated mid day meal for the crew and management.

PRODUCTION ASSISTANT *Olivia Rodrigo - Tiny Desk at NPR*..... **November 2023**

- Provided on-site, day-of event support for the production team.
- Handled artist errands around Washington DC.
- Coordinated artist hotel arrival with management and hotel staff.

PRODUCTION ASSISTANT *Melanie Martinez - The Trilogy Tour*..... **April 2024 - October 2024**

- **Administrative Support:** Prepared guest list and ticket envelopes for each venue's box office. Kept detailed spreadsheets with crew and performer information and travel documentation. Compiled and submitted visa forms for international travel. Organized swift, efficient hotel check-ins for 60+ people. Assisted TM with travel advancing (contacting hotels, working with travel agent)
- **Artist and Crew Assistance:** Supported performers and crew with daily needs and ensured smooth transitions between venues. Coordinated aftershow meals for artist party and crew with local restaurants at each venue. Kept buses iced and stocked daily. Acted as the go-between for crew and tour management.
- **Finance Management**: Managed all cash float for runners at each venue and kept detailed spreadsheets of all incoming and outgoing petty cash. Scanned and cataloged all physical receipts daily for business management and promoter.
- **Venue Preparation:** Assisted with morning walkthroughs, set up offices and dressing rooms, and hung signage and daysheets throughout venues. Coordinated daily needs with promoter reps and venue staff.

TOUR MANAGER ASSISTANT *Normani - Spotify's R&B x After Hours*.....**November 2024**

- Oversaw artist party and dancers moves to and from venue.
- Provided on-site, day-of event support for the production team.
- Handled artist errands around Washington DC.

PRODUCTION COORDINATOR *Melanie Martinez - Corona Capital Festival*.....**November 2024**

- **On-Site Support:** Liaise with festival personnel to coordinate: transportation to and from the stage and artist compound, dressing room and production needs, credentials for our artist camp, and post show meals for crew and performers.
- **Logistics Management**: Helped organize and manage transportation, accommodations, and credentials for touring crew and performers.
- Dealt with day-of troubleshooting and solved any problems in a timely manner keeping on the festival's schedule.