

ELLE MAHONEY

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OBJECTIVE:

To obtain employment in the events industry with a company dedicated to amazing event experiences in a position that offers variety and the opportunity for professional growth.

SUMMARY OF QUALIFICATIONS

A bright and responsible individual with years of arts and events management experience in Austin, TX. Highly Organized; with ability to be flexible and work with assorted personalities. Diligent and able to complete complicated delegated tasks with minimum oversight. Strengths include managing and training crews with various experience levels and successful multitasking in high stress, ever changing work environments.

EXPERIENCE

Fusebox Festival 2007-2013 and 9/2015 to 4/2016

Production Manager

Diverse management experience for the organization in an array of multi-purpose venues ranging from 20-person capacity to 3,000-person capacity.

- Experience in advancement and production of local, national, and international arts groups.
- Hiring, supervision, and training of stage managers, venue managers, production, and tech crews.

Well versed in logistical coordination for events of various sizes and target audiences.

Conspirare 10/13- 5/15

Production and Tour Manager (Full time)

- Was in charge of advancing all live performances, both on tour and locally. Hiring and management of technical crew and vendors. Oversaw all production elements related to a show, and served as primary liaison between Conspirare and both Presenting and rented venues. These also included television appearances, album release events, and album recording sessions.
- Maintained relationships with various venues and vendors, negotiating fees and attending numerous site visits, while compiling data into a venue database for the company.
- Provided production and travel logistics, as well as important information & updates to anywhere between 3 to 200+ musicians in a given rep, and acted as primary point of contact for all artists.
- Created season and rep-specific budgets for each event and tour, and working with business manager and artistic director to ensure that spending was reasonable, but creativity was never sacrificed.

Texas Performing Arts at the University of Texas, Austin. 2/10-Present

Event Stage Manager

- Managed many live performances and private events with Broadway Across America tours, touring classical and contemporary musicians, as well as events with MAGIK 95.5, Austin International School, and many other organizations.
- In charge of various UT Performances spaces and technical crews, and served as primary point of contact and liaison between departments within the University.

ACL-Live at the Moody Theater 02/11- Present

Production Assistant/ Backstage Hospitality Manager

- Assist the Stage and Production Manager in daily tasks on event days ranging from schedule management to transportation as well as assisting clients and artists directly with a vast variety of tasks to ensure a successful experience.
- As hospitality manager, advance shows with tours and arrange for catering, dressing rooms, and various other specific requests.

Salvage Vanguard Theater

12/09- 1/14

Venue and Events Manager

- Served as direct contact to all renters in multi-use non- profit theater and managed all tasks related to upkeep of the facility as well as assisting the Artistic Director and Business Manager.
- Served as event manager for various fundraising parties and performances from planning stages to execution and reconciliation of accounts.

South by Southwest (SXSW) Music Conference

3/09-3/13

Festival Stage Manager, ACL –Live & Austin Music Hall

Began managing venues during the festival and coordinating pre-production advancement for musicians in 2009-10, then in 2011 and 2012 managed all live music acts for the conference at the ACL-Live venue. In 2013 acted as production manager for all live shows at the Austin Music Hall during the conference.

EDUCATION

St. Edward's University

Austin, TX

B.A. Theater, Arts Administration Emphasis

SKILLS, TRAINING

- Proficient with Microsoft Office programs as well as Lotus and Siebel database programs. Mac and PC Platforms. Typing speed is 65 WPM
- In addition to the above mentioned positions, have managed dozens of events for non-profit and corporate clients as a freelance event manager. Companies include Price Waterhouse Cooper, Dell, Retail Me Not, Entrepreneur's Foundation of Central Texas, & World Wide Technology.
- Understanding and experience in non-profit sector.
- Proficient technical (audio, video, lighting, and site operations) knowledge from many grassroots event and festival experiences. Experience with operating various media playback platforms.

References will be furnished upon request