

COURTNEY STEVENS

Chicago, IL | thisiscourts@gmail.com | 508-221-2458

EXPERIENCE

PARADIGM TALENT AGENCY

Intern

Jun 2017 - Present

- Entering offers, contracts, + show details in Paradigm database
- Updating information in show deal records
- Creating spreadsheets to organize tour support submissions
- Tracking outstanding contracts from promoters
- Creating visa itineraries for artists touring from another country

EVANSTON SPACE

Production Intern

Jun 2017 - Aug 2017

- Provided customer service at box office
- Checked people into show using Ticketfly system
- Assisted in room set up
- Organized + sold venue merchandise inventory
- Wrote social media posts about upcoming shows/news

STUDENT

PROGRAMMING BOARD

Director of Production

Sep 2016 - May 2017

- Created production schedules, floor plans, etc.
- Coordinated events with talent, venue, & sound crew
- Assigned + oversaw event staff
- Secured + handled contracts for event talent
- Stage managed events

MUSIC GARAGE

Events & Marketing Intern

Jan 2017 - May 2017

- Set up rehearsal rooms with microphones, amps, instruments
- Soundboard, PA, + equipment troubleshooting
- Obtained sponsorships for events
- Displayed & tracked marketing flyers for Music Garage deals
- Provided customer service at front desk

EDUCATION & RELATED COURSE WORK

B.A. IN LIVE & PERFORMING ARTS MANAGEMENT

COLUMBIA COLLEGE CHICAGO | SEP 2013 - MAY 2017

- Club Management Practicum
- Events Management Practicum
- Producing & Touring
- AEMMP Record Label Practicum
- Business of Live & Performing Arts
- Leadership
- Decision Making in Music Business

PRODUCTION ASSISTANT WORK

VIP, MERCH, TICKETING, EVENT SETUP, ETC

- Warped Rewind at Sea Vans Warped Tour Tent
- G-Dragon 2017 summer tour
- Mamby on the Beach 2017
- Spring Awakening 2017
- Bloodshot Records SXSW 2017 day party
- North Coast 2017
- Chance the Rapper's Magnificent Coloring World