

EXPERIENCE

FlashBus Tour, New York City, NY – January 2011 through April 2011

Tour Producer / Road Manager

- Worked as part of a preliminary team to find and secure 29 venues across the country
- Responsible for all pre-production and planning each and every workshop, including:
 - Negotiating contracts with each venue
 - Finding and securing third-part contractors for audio-visual and equipment needs
 - All correspondence with sponsors, including planning the shipments of giveaways
 - Organizing Certificates of Insurance for all venues and contractors
 - Finding and securing over 200 volunteers to help throughout the tour
- Was on-site for all production during the 29-stop bus tour, including:
 - Creating a new call sheet for each stop on the tour
 - Finding and securing parking for a 45-foot tour bus in each location
 - Working with hotels in each location to ensure showers for the crew
 - Arranging meals & drinks for the entire crew each day
 - Arranging the logistics of unloading & loading gear at the venues
 - Working with on-site crews & unions during unloading/loading, setup, and the presentations
 - Working with third party contractors
 - Solving last-minute problems before the presentations, always in the early morning hours (before 8am)
 - Collecting and organizing all expense receipts
 - Distributing and reconciling all petty cash
- Kept a crew of six men in line for six weeks and through 23 states
- Worked with the bus operator to ensure timely arrivals and departures
- Did most of the above work while living on a bus

School of The International Center of Photography, New York City, NY – January 2011 through present

Teaching Assistant (Volunteer) with Teen Academy/Community Programs

Christian Witkin, New York City, NY – March 2010 through February 2011

Studio Manager / Retoucher / Archivist

- Helped with pre-production of all shoots, including location scouts, working with models, securing assistants and rental equipment, and working with clients
- Responsible for all day-to-day operations of the studio, including answering and returning all calls and emails
- Delivered all print/image orders to clients, usually including scanning and retouching images in-house
- Managed a crew of interns, including training, scheduling, and supervising
- Organized a new database for all negatives, prints, and image files
- Worked hand-in-hand with stock photography and syndication companies

School of The International Center of Photography, New York City, NY – February 2010 through September 2010

Equipment Staff

- Checked out (and ensured return of) photography equipment to students
- Managed the equipment cage, including a staff of 3-5 teaching assistants
- Developed new methods for organization & storage

Platon, New York City, NY – October 2008

Intern

- Assisted in setting up a new system for digitally archiving tear sheets, magazines, and negatives
- Day-to-day studio operation, organization, and upkeep
- Helped prepare for shoot days including picking up and testing rental gear and packing bags

Art Department, New York City, NY – October 2008

Intern

- Assisted the team with many aspects of marketing and shoot production
- Became familiar with the agency/photographer relationship
- Arranged for delivery and return of several photographer's portfolios

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Santa Fe Photographic Workshops, Santa Fe, NM -

Worked with many professional photographers including: Gregory Heisler, Joe McNally, Max Vadukul, Gillian Laub, Art Streiber, Andrew Eccles, Joyce Tenneson, Jay Maisel, Frank Ockenfels 3, and Rodney Smith.

Studio Manager – February 2009 through April 2009

- Served as a temporary first assistant for visiting instructors
- Implemented a new barcode system that worked with the older SKU system to streamline equipment checkout
- Redesigned the existing database system for use with the new barcode system and added features such as client (student) lists, repair history and the ability to export out many types of reports
- Worked directly with photographers, models, hair/makeup artists and location contacts, ensuring a respectful and peaceful environment
- Supervised the Studio Assistant

Studio Assistant – May 2008 through September 2008

- Helped with pre-production for all shoots, including contacting locations and models
- Worked directly with instructors, including preparation of course materials, scheduling, file management and presentations
- Helped the Studio Manager design a new SKU coding system and FileMaker database for inventory control and management

Work Study / Course Assistant – May 2007 through March 2008

EDUCATION

Santa Fe Photographic Workshops, Santa Fe, NM – June 2007 through August 2007

Work/Study (Intern)

- Completed seven week-long workshops including studio lighting, portraiture, photo composition, and refining your vision

Washtenaw College, Ann Arbor, MI – June 2000 through May 2007

Photographic Technology Studies (Film and Digital)

- Traveled to Japan to study Digital Photography abroad in May 2007
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REFERENCES

Joe McNally or Lynn DelMastro (studio manager)
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