



MADELINE ENGELSMAN

LIVE EVENTS & PRODUCTIONS

WORK EXPERIENCE

EVENTS INTERN

JJLA 2021-Present

- Assisting on site at large company produced events, and in office in Artist Relations, Event Coordination, Deck building, and Administrative Tasks.
- Helped with Event Coordination and Artist Relations for OUTLOUD: Raising Voices, a 3 day live-streamed and in-person event at the LA Memorial Coliseum—June 2021
- Help with coordination and administrative tasks for clients such as Equality California, Redbull, Netflix, etc.

OFFICE MANAGER

Los Angeles Women's Theatre Festival 2020-2022

- Managed Staff, Set Meetings, Delegated Tasks
- Grant Writing, Accounting, Donation Tracking, Production Communications, Video Editing

PRODUCTION MANAGER

Trojan Events Services-Bovard Auditorium

- Scheduling events, Processing Payments, Hosting Walkthroughs of the Venue, Creating Timelines, Staffing and Other Technical Needs for the Event.

EDUCATION

BFA- DESIGN (THEATRE), MINOR- ENTERTAINMENT INDUSTRY

University of Southern California | 2018 - 2022

GPA 3.94

SKILLS

Organization, Management, Deck Building, Design, Sewing, Scenic Painting, Script Breakdowns, Run of Show creation, and Workback Schedule creation

Technical skills:

Microsoft and Google programs, AutoCAD for theatre, Movie Magic Scheduling, Movie Magic Budgeting, Photoshop, Basic AfterEffects, and InDesign.

OTHER PRODUCTION EXPERIENCE

- Scenic and lighting drafting
- Sound Mixing
- Run Crew
- Event Set-Up
- Audience Relations
- Project Management
- Video Editing
- Projection Design

CONTACT

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