

ALLISON BROWN

519-567-7407 allison@allisonbrown.ca www.allisonbrown.ca

- Event planning and promotion
 - Project management
 - Volunteer management and training
 - Radio programming, scheduling, audio recording and editing, content creation, live sound equipment operation
 - Grant writing and fundraising
 - Music; live performance, marketing
 - Communications, media campaigns
 - Motivated self-starter
 - Outstanding leadership skills
 - Attention to detail, problem solver
 - Administration and business skills
 - Provides dynamic customer service
 - Confident with public speaking
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MULTI-MEDIA SPECIALIST / CELEBRATION PLANNER – KITCHENER’S FESTIVAL OF NEIGHBOURHOODS, 2020

- Programmed, planned, promoted and operated an online conference discussion group for community members and city representatives
- Created interview videos with residents highlighting neighbourhoods across Kitchener
- Designed images for print and social media, media campaign
- Created spreadsheets documenting neighbourhood events and activities

GENERAL MANAGER- THE WINDSOR CLASSIC CHORALE, 2018-19

- Booked concert venues, media campaigns, concert planning and promotion, soloist contracts
- Managed box office, arranged tech and staging
- Designed print and web marketing materials, maintained email newsletter, social media
- Managed volunteers
- Fundraising, grant writing, program advertising sales, sponsorship

TICKET/RETAIL SALES - KITCHENER-WATERLOO OKTOBERFEST, 2019

- Provided outstanding customer service at Oktoberfest's retail store and ticket outlet

REPORTER - HARROW NEWS, 2018-19

- Created written and photo content for a rural newspaper, interviewed community members

CAMP ASSISTANT - OLD SCHOOL BLUEGRASS CAMP, 2018-PRESENT

- Assists camp organizers at week long music camp for adult students learning bluegrass instruments, provided student support and encouragement
- Leads song circles, open stages, answers campers' questions and delivers announcements
- Manages registrations, social media and website updates

CONCERT AND EVENT USHER - CAESAR'S COLOSSEUM, 2019

- Greeted ticket holders and escorted them to assigned seating, assisted with mobility issues

PRODUCTION ASSISTANT - BACH MUSIC FESTIVAL OF CANADA, 2017

- Assistant to Concert Master Gerald Fagan
- Coordinated rehearsals, assisted in choir management
- Managed box office, refreshments, artist hospitality

PROGRAM DIRECTOR- CHRW RADIO WESTERN, LONDON, 2014-2015

- Responsible for programming a 24-hour live radio schedule
- Ensured volunteer hosts followed station and CRTC regulations
- Managed, scheduled and trained volunteer programmers
- Produced promotions for advertisers and community sponsors
- Produced pre-recorded and live programs
- Coached volunteers on fundraising and developed pledge drive strategies
- Created training programs for high school co-op students and university student volunteers
- Host, programmer and operator of weekly campus/community radio programs, CJAM 99.1fm Windsor, CHRW Radio Western, London, winner of several CHRW and CJAM Volunteer Awards

CBC RADIO, 2012-2013

- Created weekly columns featuring interviews with musicians for CBC Windsor
- Created audio documentaries for CBC "Bandwidth"

GROOVES RECORDS, LONDON, 2006-2010

- Music retail specialist, special order research, inventory management, cash procedures
- Assisted in product selection, art supply ordering and art displays

OPEN AIR PUBLIC ART FESTIVAL, MCINTOSH GALLERY, LONDON, 2006

- Connected visual artists, business sponsors, and city representatives to present a two-month public art festival. Coordinated large-scale art installations, tours of artwork sites and panel discussions

FREELANCE SERVICES

- Radio tracking, press kits, social media, mailing lists and website updates
- Writing services for biographical and promotional copy, poster design
- Content creation for print, radio and social media
- Business skills; accounting, budgets, marketing
- Voice-over and narration, voice acting
- Trusted house cleaning, pet care, house-sitting, home improvement projects
- Information Officer and Poll Clerk at Federal and Provincial Elections

PERFORMANCE AND RECORDING

- Twenty years of live music performance experience as a soloist and in collaboration with ensembles; booked, managed, promoted several Canada-wide tours
- Schedules rehearsals, organizes concerts
- Session singer, lead and background, three octave range
- Songwriting and arrangement, member of SOCAN and CMMRA
- Released three full length studio album projects, project management
- Pitching to venues, festivals and talent buyers
- Presented touring and songwriting workshops
- Sound equipment setup and operation
- Ontario Arts Council Touring and Composition grant recipient
- Winner of several Jack Richardson Music Awards

Smart Serve Certified, 2017; Ontario Self Employment Program, 2012

Fanshawe College, Music Industry Arts, Diploma 2000; Sandwich Secondary School, 1997