

# Josh McNorton

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## Profile

- Event Producer, Curator, and Talent Coordinator with experience in Olympic, festival, academic, corporate, and touring environments.
- Focused and energetic self-starter with the ability to deliver projects on-time and on-budget.
- Detail-oriented and tech-savvy; able to efficiently organize and communicate complex logistics.

## Professional Experience

**Sled Island Music and Arts Festival**      Calgary, AB      April 2010 - August 2011  
***Talent and Logistics Coordinator***

- Coordinated 200+ musical acts performing at 30+ venues for annual five-day music and arts festival (June 30 to July 4, 2010 and June 22-26, 2011).
- Administered artist contracts, travel arrangements, accommodations, technical requirements, hospitality, transportation, tax waivers, immigration, ticketing and accounting.
- Devised detailed logistical spreadsheets, budgets, financial reports, funding applications and grant completions.
- Compiled and communicated important information to artists, managers, booking agents, publicists, record labels, venues, sponsors, suppliers, technicians, festival staff, patrons and volunteers.

**Alberta College of Art + Design (ACAD)**      Calgary, AB      March - July 2011  
***Curator-in-Residence***

- Curated visual art installations by ACAD students and alumni exhibited at live music venues during the 2011 Sled Island Music and Arts Festival.
- Collaborated with ACAD administration, staff, faculty, students and alumni to determine vision, scope and budget of project.
- Hired and supervised photographer, videographer, graphic designer and production manager.

**David Atkins Enterprises Productions**      Vancouver, BC      October 2009 - March 2010  
***Talent Department Assistant***

- Coordinated headline talent and paid performers in the Opening, Closing and Victory Ceremonies of the 2010 Olympic Winter Games.
- Administered artist contracts, travel arrangements, accommodations, technical and hospitality riders, immigration and Olympic accreditation.
- Managed artist ticket requests, seating allocations and budgeting for ceremonies and sporting events.
- Liaised with artists, managers, publicists, booking agents, Vancouver Olympic Committee (VANOC) and departments within David Atkins Enterprises.

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## Professional Experience (continued)

**Josh McNorton Productions** Vancouver, BC March 2007 - Present  
***Event Producer, Tour Manager, Booking Agent, Grant Writer, Consultant***

- Produce and promote live music, theatre and special events.
- Book and manage live music tours and festival performances throughout Canada, the US, and Australia. Coordinate artist and tour logistics, including accounting, contracts, geographical routing, merchandise, equipment, hospitality, accommodations, travel arrangements, work permits and immigration.
- Consult artists, venues, festivals and entertainment businesses on booking, production and promotional strategies.

**File Under: Music** Vancouver, BC October 2007 - August 2009  
***Head of Record Label and Artist Management***

- Managed business affairs and devised career strategies for music artists and releases.
- Wrote proposals, marketing plans and budgets for album releases, tours, and funding applications.
- Scouted and signed new artists to the company's record label and management rosters.

**S.L. Feldman & Associates** Vancouver, BC April 2006 - September 2007  
***Booking Agent***

- Prepared, negotiated and executed offers and contracts for live music performances across Canada.
- Developed national touring strategies for artists in collaboration with artist managers, concert promoters and fellow booking agents.
- Processed and coordinated financial statements and show settlements, including deposits, invoices, and payments.

## Education

University of British Columbia 2002 - 2006  
*Bachelor of Fine Arts in Creative Writing*

## Advanced Software Skills

- Spreadsheet, document and presentation development using Google Docs, Microsoft Excel, Word and Powerpoint.
- Website design, coding and development using Adobe Dreamweaver, HTML, CSS, Javascript, ModX and Wordpress.
- Desktop publishing, graphic design and photo editing using Adobe Photoshop, Illustrator and Acrobat Professional.
- Audio and video recording and editing using Pro Tools, Adobe Audition, Final Cut Pro and iMovie.