

CARSON MILLER

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PROFESSIONAL SUMMARY

Dynamic and enthusiastic Front House Manager, Publishing Advisor and Booking Assistant. A relationship-focused leader with excellent written, verbal, and interpersonal communication skills with leadership and academic experience in the Music Business industry. Analytical and creative problem-solver with exceptional organizational skills and an ability to effectively prioritize competing demands. Self-motivated independent worker capable of meeting and exceeding goals as an individual and a member of a high performing team

INDUSTRY EXPERIENCE

Front of House Manager

Dec 2023 - Present

ASM Global | Tacoma, WA

- Coordinated with external staffing agencies to ensure that all staffing needs are met for every show
- Provided support and assistance to patrons, staff members, and administrators
- Oversaw front of house operations for all venues under Tacoma City Theaters management (1274, 742, and 302 seats)
- Ensured that all contractual obligations with talent are fulfilled, while developing relations with managers and promoters

Booking & Marketing Coordinator

Nov 2022 – Dec 2024

The Valley | Tacoma, WA

- Designed a system to allow artists to submit booking requests virtually, minimizing the need for additional staff and labor hours
- Managed social media accounts, emphasizing the creation of events for every concert with updated artist biographies and event information
- Founded and maintained a street team, including sourcing promotional materials and ensuring that local businesses had accurate information for upcoming events
- Created and maintained a database of past events including inputting and tracking profit determining statistics

Booking Assistant & Intern

Apr 2022 - June 2022

Your Mom's House (500 Seat Venue) | Denver, CO

- Analyzed spreadsheets and formulas used to create artist contracts; rewrote and developed new formulas to expedite the contract administration process and more efficiently and accurately calculate break-even ticket pricing
- Served as the main point of contact for a showcase for local bands while overseeing booking, contract writing, and negotiations
- Researched local musicians and top talent from various genres to identify and book trending artists and attract new patrons

Publishing Intern (Remote)

June 2021 - Sept 2021

No Favors | Los Angeles, CA

- Interfaced multidisciplinary teams to communicate and distribute publishing information to creative directors and managers
- Spearheaded copyright and trademark processes, researching requirements to support new artists in protecting their music
- Worked alongside new artists to ensure they had the proper registration and trademarks to obtain royalty monies and profits

PROFESSIONAL SKILLS

Artist Management | Booking & Scheduling | Contract Implementation | Database Management | Music Publishing | Touring
Business Analysis | Digital Marketing & Promotional Strategies | Customer Relations | Scheduling | Multi-stage Booking
Microsoft Office Suite | Word | Excel | Outlook | PowerPoint | Windows | MacOS | iOS | CAD | Communication
Website Management | Digital Management

EDUCATION & ACADEMIC PROJECTS

Bachelor of Science: Music Business Audition Track (Applied Drum set) | University of Colorado Denver - Denver, CO | May 2022

Studies in: Percussion Performance, Music Business Analysis, Music Industry Analysis, Music Law

- **Artist Marketing Plan:** Directed the development and management of a 7-month marketing plan for a local artist; oversaw all creative aspects, including merchandise, touring schedules, radio play, and album release schedules
- **A&R Research & Presentation:** Designed and successfully pitched developing an unsigned artist to a head of A&R at a well-known record label
- **Concert Promotion Presentation:** Organized, planned, and booked a concert series at a local venue; managed all aspects from conception through launch, including budget development, scheduling, riders, amenities, and marketing plans
- **Music Touring Plan:** Developed a 10-day tour for a local band, and oversaw all traveling, scheduling, and tour logistics

References Provided Upon Request