

ALLISON BROWN

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

- Event planning and promotion
- Project management
- Volunteer management and training
- Radio programming, audio recording and editing, live sound 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

ITINERARY/ADMINISTRATIVE ASSISTANT – THE SLOCAN RAMBLERS, 2022-PRESENT

- Manages itinerary for touring ensemble, information based on artist contracts
- Liaison with presenters, booking agents, and venue representatives to advance dates
- Updates artist website, assists with SOCAN forms and international visa applications
- Arranges artist accommodations

CAMP ASSISTANT - OLD SCHOOL BLUEGRASS CAMP, 2018-2023

- Assisted camp organizers at week-long music camp for adult students learning bluegrass instruments, provided student support and encouragement
- Led song circles, open stages, and announcements
- Managed registrations and camper information, email newsletters and communication
- Social media, website updates and marketing campaigns

GENERAL MANAGER- THE WINDSOR CLASSIC CHORALE, 2018-19

- Booked concert venues, media campaigns, concert planning and promotion, 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

REPORTER - HARROW NEWS, 2018-19

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

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

- Responsible for programming a 24-hour radio schedule, managed volunteers
- Produced promotions for advertisers, produced recorded and live programs
- Created training programs for student and community volunteers
- Host, programmer and operator of weekly campus/community radio programs, CJAM 99.1fm Windsor, CHRW Radio Western, London.

FREELANCE SERVICES

- Radio tracking, press kits, social media, mailing lists and website updates
- Grant writing
- Writing services for biographical and promotional copy, poster design
- Content creation for print, radio and social media
- Business skills; accounting, budgets, marketing
- 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
- Released three full length studio album projects, project management
- Pitching to venues, festivals and presenters
- Presented touring and songwriting workshops
- Sound equipment setup and operation
- Ontario Arts Council Touring and Composition grant recipient

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

Fanshawe College, Music Industry Arts, Diploma 2000

Sandwich Secondary School, Lasalle, Ontario 1997

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