



Carlo Diaz | CV

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EXPERIENCE

INTERNATIONAL MUSIC FOUNDATION

Production Coordinator (May 2016 to present)

- curate and produce outdoor concerts (jazz, folk, Latin) for corporate office building
- pursue new venues for pop-up summer concerts
- produce one-day, multi-venue music festival, including new program development, artist and venue scheduling and contracting, marketing, production supervision for 70+ DIY venues, and on-site production management for 20+ IMF-produced events
- produce free classical concert series, including technical, stage, and house management, marketing, and volunteer coordination
- re-design UX for websites at imfchicago.org and makemusicchicago.org and continually update content
- maintain budgets and contracts for relevant programmes

Production Intern (2013 to 2015)

- production support and house management for Rush Hour Concerts
- production support for Make Music Chicago

VIDEOTAPE

Videographer, Operations Manager (January 2017 to December 2017)

- video and audio recording and editing for classical musicians, web design, financial administration

PICK-STAIGER CONCERT HALL

Technical Staff (September 2012 to June 2016)

- stage management, amplification, AV, and recording for classical, jazz and folk concerts, masterclasses, panel discussions, and lectures

EDUCATION

CONSERVATORIUM VAN AMSTERDAM

Master of Music in Composition (graduated June 2018)

NORTHWESTERN UNIVERSITY

Bachelor of Music in Composition and Interdisciplinary Arts (graduated June 2016)

- program honors in composition
- minor in Music Technology

SKILLS

WEB DESIGN

- html, css, javascript (vanilla), Wordpress, Squarespace, copywriting
- portfolio: carlodiaz.com, stile.nu, makemusicchicago.org

PRINT DESIGN

- Adobe InDesign, Illustrator, Photoshop, full concept-to-press print collateral design

EVENT PRODUCTION

- contracting, budgeting, volunteer management, management of cross-functional teams, permit acquisition

SALES

- new business development for B2B concert production service, new business development for B2B concert videography service

EMAIL MARKETING

- Constant Contact, Mailchimp

VIDEO

- Adobe Premiere, multi-camera recording, audio synchronization, color correction

AUDIO

- Sony SoundForge, Avid ProTools, Adobe Audition, recording, PA, live mixing

MISC.

- Microsoft Office, Google Docs

References available upon request.