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Top Skills

Entertainment
Event Management
Event Planning

Languages

English

Candace Newman

US Concerts & Tours at Live Nation Entertainment | CEO & Founder
at Live Out L!ve

Los Angeles, California

Experience

Live Nation Entertainment

11 years 3 months

Director, NA Touring

March 2017 - Present (3 years 3 months)

Beverly Hills, CA

- Research past tour and band history, run artist guarantee reports, final paid, etc.
- Create business plans and use results to build Tour Offer.
- Route tours into applicable markets/venues.
- Review local offers to assure they are correctly built per tour parameters within ROME booking system.
- Pre Sale / On Sale Details (Deal point memo); Deal Point Memo, Marketing, Ticketing and Settlement Letters.
- Gather information & marketing/ticketing assets for all touring needs.
- Interface with local Ticketing, Marketing and Production contacts.
- Work with Director of Ticketing to ensure accuracy for tours (audits, ticket headers, billing, etc).
- Track projected sold tickets & revenue versus actual financials; Artist Tour Contracts, Advance Payment or Deposit, Bonus Payment.
- Ensure correct execution per tour parameters including but not limited to: Deal type, production requirements, ticket price, expenses, artist guarantees.
- Participate in Event Settlement, Pre-Settlement Review, Final Settlement Review, Flash Review.

Project Manager, NA Touring

March 2015 - March 2017 (2 years 1 month)

Beverly Hills, CA

- Liaise with artist/agents/managers and related industry participants on various North America tours.
- Manage interactions with other NA Touring departments (i.e. marketing, ticketing and finance).
- Create, develop and analyze business plans for tours, including managing deal sheets.

- Develop and maintain venue maps and scaling for artist deal sheets throughout the tour.
- Oversee and manage the day to day execution of tour deals and coordinate with the local Live Nation offices and 3rd party venues.

Booking Coordinator, NA Touring

June 2011 - March 2015 (3 years 10 months)

Beverly Hills, CA

- Collaborate with box office, tour marketing and production personnel to guarantee execution of events and concerts.
- Cultivate and maintain relationships with agents, band management, label and venue representatives.
- Execute projects including a Dave Stewart book Launch, PBS National II Volo tour campaign and Touring staff appreciation events.
- Compose tour routes and develop business plans for a number of North American tours for artist such as Rihanna, Hall & Oates and II Volo.
- Manage department internship program, interview and hire candidates, assign tasks and supervise work load.

Executive Assistant, NA Touring

March 2009 - June 2011 (2 years 4 months)

Beverly Hills

- Manage daily responsibilities and provide operational support for two high-functioning Senior Vice Presidents.
- Arrange travel, budget and process expenses, scheduling meetings, and researching artist and booking opportunities.
- Touring department Human Resources liaison for all on boarding and exiting NA touring personnel.

Social Butterfly Entertainment

Owner/Event Producer & Promoter

2008 - 2010 (2 years)

Greater Los Angeles Area

Social Butterfly Entertainment operated as an independent event promotional company that offered an alternative to the nightclub scene. Providing clients with trendy social environments, SB introduced new venues and novel social experiences for all.

- Produced, promoted and executed unique social experiences catered to mature patrons; including comedy clubs, poetry and spoken word open mic sessions and live band and DJs.

- Aided in the planning and execution of events for clients/partners; Fuse, Sauza Tequila, ID Magazine.
- Scouted potential venues and negotiated cost with club and restaurant owners for space and bar minimums.
- Collaborated with designers to create marketing materials and execute campaigns to ensure turnout.
- Coordinated operational set-up and break down of events.

LA Photo Party

Event Manager

October 2007 - July 2009 (1 year 10 months)

Greater Los Angeles Area

LA Photo Party is an entertainment vendor company providing a portable photography studio that functions like a photo booth for all types of events.

The company provides props, costumes, and wigs, and even prints the photos onsite, guaranteeing guests souvenir pictures.

- Developed efficient methods to execute interactive photo-service business for social events, private parties and community events including bar mitzvahs, TV show wraps and weddings.
- Delivered presentations to event coordinators and party planners to secure venues for service.
- Acted as logistical liaison between customer and company as well as tracking invoices and payment.
- Responsible for managing employee scheduling, post party reports, payroll processing and disbursement.
- Led the company to exponential growth from four employees and \$10,000 annual earnings to 25 employees and \$100,000 annual income.

Universal Music Group

Senior Executive Assistant

August 2007 - March 2009 (1 year 8 months)

Universal City

Universal Music Group (UMG) is the largest American music corporation in the world.

- Assisted the VP of Consumer Technology division by scheduling calls, coordinating travel and processing expenses.

- Collaborated with HR to ensure an efficient transition for new hires by managing the on-boarding process of new employees including I-9 verification, background check, IT and facilities set up.
- Facilitated and managed interview scheduling for potential candidates and booked travel.
- Responsible for executing HR building initiatives and training.

Fox Broadcasting Company

Fuel TV - Coordinator

August 2005 - August 2007 (2 years 1 month)

Los Angeles

Fuel TV is an American sports-oriented cable and satellite television channel that focuses on the cultures of extreme sports, including skateboarding, snowboarding, wakeboarding, motocross, surfing, BMX.

- Managed contest of viewers who submitted short films selected to be shown at Sundance Festival, coordinated press meet and greets, private screenings and Q&A sessions with directors.
- Maintained schedules of productions managers, directors and hosts to ensure efficient execution of production.
- Assisted the SVP and General Manager of FUEL-TV.

PC Public Relations

Publicity Coordinator

March 2004 - May 2005 (1 year 3 months)

Hollywood, Ca

PC Public Relations is a faith-based management/public relations firm. The company specializes in media relations, publicity and corporate communications. It also produces DIY publicity books and workshops.

- Created press kits and assisted on promotional events for specific clients including musicians, hairstylists, make-up artists.
- Communicated with media outlets such as radio and television stations to set up interviews.
- Researched and drafted press releases.

Education

California State University-Fullerton

Bachelor of Arts (B.A.), Arts, Entertainment, and Media
Management · (1999 - 2004)

California State University-Los Angeles
Master of Arts (M.A.), Communications · (2004 - 2007)