

ARIANNA SOTO

MUSIC BUSINESS MANAGEMENT

Bachelor of Music Business Management 2014

Berklee College of Music, Boston, MA

Los Angeles, CA | 832-814-3224 | soto.arianna@gmail.com

WORK EXPERIENCE

REGIME MANAGEMENT

Assistant to Kevin Zinger
Day to Day Management

April 2018-June 2021

Assist in daily management and label services of Kevin Zinger's artist roster including - tour marketing, work with distribution, press + radio campaigns, product manufacturing, P&L's, social media/digital marketing, artist visas, advance shows, securing licenses for covers, registering tracks with PRO's, collecting and organizing metadata, keep in contact with artists daily, schedule travel sometimes and more.

Assist in all other ventures (films, labels, art gallery's, hotel events, clothing brand etc...) Schedule meetings, conference calls, answer the phone and conduct other administrative duties. Executive duties include paying bills, organizing files and making appointments.

STENT MUSIC GROUP

Assistant to Charlie Stent
Day to Day Management

Aug. 2019-Oct. 2020

Scheduled meetings and calls. Assisted in daily management of Charlie Stent's roster (Patrick Martin and Charlie Holmes). Worked on marketing (digital & touring), social media management, tour management, new release roll outs with press & distro, and liaise with all members of the team for Patrick Martin.

PARADIGM TALENT AGENCY

Music Settlement Coordinator

Jan. 2016-Jan. 2018

Created and issued statements for one off gigs, and entire tours for all artist rosters in the Monterey, San Diego, LA and Nashville offices. Worked alongside agent teams, managers & business managers for artist pay out. Assisted with settlements & finals when needed.

Contract Administrator + Assistant

Oct. 2014 - Jan. 2016

Worked alongside agent teams to generate and issue contracts to promoters/ buyers for all artists on the NYC roster. Chased signed contracts from both buyers & management, deposits and balances before and after shows and produced reports for management showing what deposits the agency was holding for their artists. Assisted the music operations manager in booking travel, filing expenses, organizing meetings etc...

ORGANIZATIONS

May 2013 - May 2014

•**BERKLEE MEISA MUSIC BUSINESS CLUB VP**

Oversee club events, activities, business and support for acting President.

THE RED ROOM @ CAFE 939

Talent Buyer/Assist. Venue Mgr.

Aug. 2012 - June 2014

Worked alongside venue managers as assistant manager. Responsible for the artist hospitality, venue care, & talent buyer team meetings. Discovered new music, formed bills, created showcases for industry professionals. Worked venue door and ticketing for shows and occasionally assisted the venue managers with settlements.

FENWAY RECORDINGS

Artist Management Intern

Jan. 2014 - May 2014

Assisted in daily management of the artist roster and social media for MGMT, Joywave, Guards, Doves, Faces on Film, The Cribbs, Mission of Burma, Saves the Day, Stevie & Bodega Girls. Covered shows for the roster when the artist was in Boston. Booked travel for artists and teams and worked reception and general clerical as needed.

FREELANCE MANAGEMENT/BOOKING

The Rare Occasions / Covey

May 2013 - Dec. 2014

Managed and assisted in artist development for alternative/indie rock band The Rare Occasions. Occasionally booked shows for the band. Booked shows in and around the Boston area for singer-songwriter Covey.

OURVINYL.COM

Music Ambassador &

Administrative Assistant

July 2011 - Aug. 2013

Worked alongside music industry entrepreneur and OurVinyl.com founder in discovery and promotion of new music. Oversaw and organized the artist music features, managed contracts and release forms and worked daily administrative duties, including the creation of necessary template forms for artist music permission/release.

RED MUSIC (SONY MUSIC ENT./STACHE MEDIA

Marketing Intern

Jan. 2013 - May 2013

Worked alongside industry professionals to develop, market and promote RED's artist roster in Boston. Managed artist stock with distributors. Promoted upcoming releases & shows, and held contests. Covered concerts report- ing back to RED on attendance and promotion.

REFERENCES AVAILABLE.

May 2012 - May 2013

•**BERKLEE MEISA MUSIC BUSINESS CLUB**

Oversee, manage and report all club finances.

SKILLS

MICROSOFT WORD, EXCEL, POWERPOINT, GOOGLE SHEETS & DOCS, ADOBE CREATIVE SUITE: PHOTOSHOP (CC 2014), ILLUSTRATOR (CC 2014), ACROBAT, LOGIC PRO, GRAPHIC DESIGN, BASIC WEB DESIGN/HTML & CSS, PHOTOGRAPHY, WPM 72