

Brandon Wardell

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Under the Streetlamp LLC, Chicago, IL **Owner/Performer**

March 2015 - Present

- Create and Maintain Nationally Touring Original Musical Production “Under the Streetlamp”
- Assist in Development of new projects and set deadlines, goals and meeting schedules
- Create and Maintain WooCommerce Store
- Create and Maintain Facebook, Twitter and Instagram pages and Ad campaigns
- Create and Maintain Other Media Campaigns (Radio, Newspapers, TV etc)
- Create, Storyboard, Edit and package promotional materials including Video and Audio
- Negotiate contracts with Agents and Lawyers

Haunted Play LLC, Los Angeles CA **General Manager/Producer**

June 2012 - 2015

- Negotiate and revise contracts with legal representatives for each project
- Act as the Production Manager overseeing all physical elements of the production
- Assist in Development of new projects and set deadlines, goals and meeting schedules
- Maintain all permits, schedule inspections and coordinate with all departments to make adjustments as needed
- Negotiate and execute agreements with union officials from SAG-AFTRA Local 802, ATPAM and AEA

Johnny Roscoe Productions, New York, NY – Los Angeles CA **Managing Member/Producer**

January 2002 - 2016

- Search for and secure financing for Theatre, Film and Album productions
- Negotiate and revise contracts with legal representatives for each project
- Negotiate and execute agreements with union officials from SAG-AFTRA Local 802, ATPAM and AEA
- Assist clients with various requests including obtaining sporting event/theatre tickets, arranging for transportation/hotel accommodations, confirming dining reservations, car service, etc.
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Theatreland Productions, New York, NY **Producing Associate**

January 2007 - 2011

- Search for and secured financing for major record label album releases
- Act as a liaison between Talent, Talent Management and the Record Label Executives
- Negotiate and executed agreements with union officials from AFTRA, Local 802, ATPAM and AEA.
- Organize all aspects of special events and album release parties which included booking venues, securing sponsorships, catering, transportation, security, invitations, permits, etc.
- Assist clients with various requests including obtaining sporting event/theatre tickets, arranging for transportation/hotel accommodations, confirming dining reservations, car service, etc.
- Manage Talent on day of recordings

William Ivey Long Studios, New York, NY **Studio/Personal Assistant**

January 1999 - 2011

- Screen/direct telephone calls and responded to all inquiries/requests on behalf of the office of the President of the company
- Manage and protect all private/confidential matters; both personal and professional, using utmost discretion
- Maintained schedules, budgets, expenses and managed meeting logistics
- Created/edited presentations, Excel spreadsheets and correspondence
- Handled all aspects of event production logistics such as execution timelines, site viewing, invitation concept, event staffing, talent management and travel arrangements
- Coordinate and lead on-site construction of exhibits and events
- Participate in project planning and development
- Handle various personal functions including personal shopping, making reservations, obtaining concert/theatre tickets, etc
- Prepare extensive travel itineraries national/international including flight, hotel and car transportation
- Maintain daily schedules, calendars and industry contact list

Under the Streetlamp, Haunted Play LLC, Johnny Roscoe Productions and Theatreland Productions

- Manage meeting logistics, compile agendas, coordinated schedules, create meeting invites and follow-up on requested deliverables
- Draft key letters for introduction, inquiry and follow-up purposes on all major projects Write press releases, prepare presentations, draft bios and develop company press relations
- Maintain heavy schedules, calendars and timely payment of bills
- Create presentations for investors, Co-Producers, and potential clients outlining the creative and financial aspects of the projects including budgets, projections and payment schedules
- Schedule photo shoots, interviews, special appearances and meetings
- Seek out new partnerships and collaborations
- Create and Maintain Wordpress Website backend
- Set up and run payroll for all W-2 employees and independent contractors
- Prepare travel arrangements, itineraries and process end of project expense reports
- Negotiate with vendors and approve bids from various vendors to determine bottom-line costs
- Develop relationships with every individual involved with each project and make the connections with each person when necessary.
- Negotiate contracts for all talent with their lawyers, agents and managers

Education

University of North Carolina School of the Arts, Winston-Salem, NC - Certificate of Actor Training, Drama
Wilkes Community College, Wilkesboro, NC – AA in History, AFA in Theatre

-Six trimesters on Dean's list

-Graduated with honors

Activities and Achievements

4-Time Grammy Nominee as a Producer

5-Time Tony nominee as a Producer with one win (Porgy and Bess)

Terry Sanford Merit Scholarship recipient

Technical Skills

I've worked with rich, famous, powerful and eccentric individuals and have maintained a high level of professionalism as well as camaraderie in this environment. I am proficient in Microsoft Word, PowerPoint and Excel and am great using the internet for research and development. I'm also great and quick at learning new software. I can use and have equipment for Logic Pro, Protools 10, Ableton Live 10 and Final Cut Pro X as well as a host of other helpful creative programs and plugins such as Photoshop. I have the skill to engineer in a live audio or recorded situation. I am technically inclined in electronic and physical maintenance and have lots of my own gear. I am a self-starter who is able to prioritize and accomplish long-term as well as "time-crunched" goals within a project.