

VALERIE WHITNEY

PRODUCTION MANAGEMENT

CONTACT

631.219.7506

valerie.a.whitney@gmail.com

Brooklyn, NY, US

www.valeriewhitney.com

EDUCATION

BA – MUSIC

Hunter College

City University of New York

New York, NY | 2006

SKILLS

- Project Management
- Events Management
- Live Event Production
- Budgeting
- Logistics
- Vendor Management
- Contract Administration & Negotiation
- MS Office Suite/Google Office Suite

INTERESTS

Music, Baking, Birdwatching,
Nature & Grey Cats

PROFILE

Results oriented production manager with 8 years of experience in the arts & entertainment sector. 5 years of lead project management experience directing over 125 projects spread across several series initiatives. Extensive experience working with top-tier talent and franchises.

EXPERIENCE

PRODUCTION MANAGER

LIVING MUSIC WITH NADIA SIROTA | NYC/LA | 2019 - PRESENT

Worked with Peabody Award-winning host & arts advocate Nadia Sirota to produce live concerts and a special 26 episode digital content series in response to COVID-19.

- Remote production service, researched and contracted guests.
- Ensured delivery of digital assets in advance of show tapings.
- Managed all logistical, scheduling, and technical questions.

PRODUCTION MANAGER

THE NEW YORK PHILHARMONIC | NEW YORK | 2015 - 2020

Planned, organized, and executed concerts and presentations for The New York Philharmonic including marquee events such as:

- The Opening Gala – annual
 - United Nations General Assembly Concert
 - New Year’s Eve Gala – annual
 - Film concerts (*Star Wars*, *Harry Potter*, *Bugs Bunny*, *Psycho*)
 - Lunar New Year Gala – annual
 - The *Contact*, *Nightcap*, and *SoundON* series
- Scheduled all New York Philharmonic rehearsals & concerts
 - Lead weekly status update meetings with interdepartmental stakeholders
 - Ensured execution of deliverable assets for all projects.
 - Created and distributed planning documents such as production schedules, stage plots, rundowns, and load-in/load-out memos.
 - Advanced staging requirements, including sound, lighting, instrument, and backline rentals.
 - Oversaw rehearsal and concert setups with IATSE Local 1 stagehands and vendors for concerts and events
 - Ensured union agreement compliance during planning and execution
 - Managed show crews and outside vendors to meet deadlines
 - Ensured compliance with Collective Bargaining Agreement

VALERIE WHITNEY

PRODUCTION MANAGEMENT

AWARDS

Golden R2 Award | 2017

from the R2 Builders Association for
Exceptional Service to The Resistance.

CERTIFICATIONS

COVID-19 Contract Tracing

Johns Hopkins/Coursera | 2020

Not-for-Profit Financial Management

Baruch College | 2016

Essentials of Orchestra Management

League of American Orchestras | 2013

LANGUAGES

English | Fluent
Music | Score Reading
Spanish | Basic

EXPERIENCE (CONTINUED)

ASSISTANT TO THE VICE PRESIDENT OF OPERATIONS

THE NEW YORK PHILHARMONIC | NEW YORK | 2013 - 2015

- Prepared and tracked the Operations Department's yearly budget. Processed invoices for payment; documented, tracked and researched disputes. Processed expense reports.
- Prepared for Collective Bargaining Agreement negotiations. Compiled reports based on industry best practices, and served as administrative support including transcription of CBA negotiation meetings.
- Tracked overscale and salary history, confidential individual contracts, and confidential concerns. Researched and reported on past-practices to prepare for individual contract negotiations.

OPERATIONS MANAGER

NEW AMSTERDAM | BROOKLYN, NY | 2012 - 2013

Formalized and Streamlined operations procedures for both New Amsterdam Records & New Amsterdam Presents.

- Lead reconstruction of New Amsterdam HQ following Hurricane Sandy.
- Secured emergency funding through state and federal grants, as well as 700 individual donations.
- Consolidated grant requests for general operating funds and specific project funds.

REFERENCES

MIKI TAKEBE

Vice President of Operations
The New York Philharmonic

CATHERINE WILLIAMS

Director of Human Resources
The New York Philharmonic

NADIA SIROTA

Host & Creative Director
Living Music

JILL STROMINGER

Managing Director
New Amsterdam Presents