

# Ashton Williams

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Los Angeles, CA

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## Highlights

Strong management background includes event & theatrical production, pre-show, & on-site management, directing up to 38 personnel, for productions budgeted to \$20,000,000, with 500,000+ attendees. Effective in managing schedules, budgets, & vendor relationships. Proven ability to balance priorities, meet tight deadlines, & produce superior quality work. Known for thriving in dynamic, high-pressure environments.

## Select

## Experience

### **Producer | Entertainment Design Corporation | Los Angeles, CA | 2019**

- Developed, reviewed, and managed scopes, contracts, cost estimates, strategies, and work plans.
- Collaborated and directed multi-disciplinary teams through every phase of design for 9 projects.
- Select clients include: Great Wolf Lodge, Resorts World Sentosa, and Paradise Earth.

### **Assistant Production Manager | Universal Studios Hollywood | Universal, CA | 2018**

- Packaged and distributed all RFP's to potential vendors while balancing 7 overlapping schedules.
- Supervised both an artistic and logistical coordinator to ensure all scenic, costume, make-up, props and managerial needs were met for all IP's at Halloween Horror Nights in Hollywood.
- Focused on pre-production, infield construction management, and strike across all of Universal Studios.

### **Coordinator | BRC Imagination Arts | Burbank, CA | 2016-2018**

- Worked closely with Project Development to create client deliverables, book travel, and compile responses to RFP's, PQQ's, etc. as well as presentations and qualifications to send to prospective clients.
- Creative project support including brand management, charrettes, research, and meeting notes.
- Select projects include: Jameson Distillery, Rock & Roll Hall of Fame, and The Museum of the Bible.

### **Producer | CalArts Graduation | CalArts | Valencia, CA | 2015-2017**

- Led a team of 25 students and 13 staff members in the design, development, and overall execution of the branded multi-venue event.
- Handled all facets of team management, including recruitment, hiring, payroll, and training.
- Sourced highly qualified caterers, musicians, florists, interpreters, photographers, and printing services.

### **Event Manager | &Now: Blast Radius Conference | Valencia, CA | 2015**

- Oversaw the scheduling, technical, and performance aspects of 63 events in 7 venues in 36 hours.
- Organized international travel, transportation, and lodging for the keynote speaker.

### **Co-Producer | Theatricum Botanicum | Topanga, CA | 2012-2016**

- Piloted a marketing plan/strategy to assist in expanding our presence as a company to a diverse niche market while quickly capitalizing on trends and social media.
- Wrote proposal packages to potential sponsors for multiple on and offsite special events.

### **Legal Assistant | Law Offices of Melissa C. Marsh | Sherman Oaks, CA | 2015-2016**

- Interpreted and relayed legal information to clients in a clear and concise format.
- Assisted with the editing of contracts and depositions as well as the organization of appraisals.

## Education

California Institute of the Arts, Valencia, California – MFA Creative Producing and Management  
California Lutheran University, Thousand Oaks, California – BA Technical Theatre  
Richmond the American University, Florence, Italy – Certificate Renaissance History

## Skills

Key skills include: creative problem solving, brand development, delegation, team building, negotiating, brand management, and multi-tasking. Software: Mac, PC, Powerpoint, Word, Excel, Keynote, Pages, Numbers, Box, Photoshop, InDesign, basic Microsoft Project. Affiliations: TEA Member, USITT Member.