

# KATHRYN FRIESEMA

katie@avantpop.com

- objective** To continually deepen my knowledge of the touring industry and my experience with technology.
- experience**
- IT Coordinator & Photographer** 2006, 2007  
John Mayer, Dave Matthews Band North America, Australia
- John Mayer: Advanced all meet & greets, organized fan club events, setup venue internet, resolved IT issues, designed itinerary books, and assisted with flights, hotels, and guest list.
  - Dave Matthews Band: responsible for advancing, setting up / tearing down, troubleshooting and provisioning the extensive network and IT needs of the tour.
  - Photographed each show and updated website content for both John Mayer and Dave Matthews Band.
- Tour Manager** 2006  
Panic! at the Disco North America
- Responsible for organizing the band's guest list, promo schedule, meet & greets, travel details, and hotel settlement for their North American arena tour.
- Production Coordinator** 2006, 2007  
Fall Out Boy, Panic! at the Disco North America, UK
- Assisted with pre-production, laid out itinerary books, and designed custom day sheets and signage.
  - Responsible for setting up production offices, posting signage, coordinating runners, settling float, troubleshooting IT issues, stocking buses, advancing catering, and assisting with the guest list.
- Webmaster / Tour Manager** 2005  
Billy Corgan Chicago, IL
- Tour managed Billy Corgan's European and North American promotional press tour.
  - Responsible for designing, maintaining, and project managing all internet presence for Billy Corgan.
  - Assisted with the art direction and layout of album artwork, promo material, and advertisements.
- Multimedia Director** 2001 - 2005  
Production Consultants Guild Chicago, IL
- Helped tour managers and other production personnel learn to use our Master Tour Database software.
  - Worked on-site with touring personnel to troubleshoot computer, network and other hardware issues.
  - Acted as lead graphic designer, web coder, content author, and website project manager.
- Assistant Stage Manager** 2005  
Lollapalooza Chicago, IL
- Assisted with artist relations and stage management for one of Lollapalooza's two main stages.
- Recording Librarian** 2004, 2005  
Bonnaroo / Third Wave Productions Manchester, TN
- Organized all recorded materials and drives on site, managing a staff of assistants and runners.
  - Designed a FileMaker Pro database to manage materials and to streamline post-production.
- Webmaster** 2002 - 2005  
Dave Matthews Band Chicago, IL
- Designed and content managed the "On the Road" section of Dave Matthews Band's official site.
- IT Consultant** 2004  
Beastie Boys Europe, America
- Installed digital listening kiosks for the new Beastie Boys album at the European EMI offices.
  - Joined the Beastie Boys tour and assisted with production for their initial promo/show dates.
  - Traveled to various fall tour dates to assist with computer, wireless network, and other IT issues.
- Website Design / Pre-Production** 2001 - 2006  
Freelance Chicago, IL
- Designed, coded, content managed, and search engine optimized websites for various clients.
  - Created itinerary books for Gov't Mule, Warren Haynes, David Grey, Black Eyed Peas, and others.
- degree**
- B.A. in Comparative Media Studies** 1997 - 2001  
Carleton College Northfield, MN
- 3.80 GPA within major, 3.64 GPA overall; magna cum laude graduate.
  - DJ (1997-2001), Production Director (1998-2000), & Station Manager (2000-01) for KRLX 88.1 FM.
- geek skills** Thorough experience with Adobe Creative Suite, Microsoft Office, FileMaker Pro, HTML, CSS, Javascript, wireless and IP/DHCP networking protocol, and troubleshooting Mac and PC issues.