

Jade Sully

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CAREER OBJECTIVE: Entertainment industry professional experienced in administration, artist relations, production, and event management.

EDUCATION

DePaul University, Chicago, IL

June 2022

Bachelor of Arts in Communication and Media, Minor in Music Industry: Music Business

EXPERIENCE

Live Nation Entertainment – Nashville, TN

April 2025 – Present

Production Runner

- Responsible for various errands and tasks associated with the talent and production of shows at Live Nation venues in Nashville
- Coordinate and deliver food and beverage to the band or talent, assist Green Room Server with any needs of the artist, ensure stage and backstage areas are organized, and retrieve and deliver equipment, paperwork, etc.
- Have knowledge of all music, promotional or special events in the house and assist with any other aspect of stage production, such as show pass and guest list distribution

Live Nation Entertainment – Nashville, TN

April 2025 – Present

Ancillary Sales - Ascend Amphitheater

- Promote and sell all the various promotions or upsells offered at each event, such as Premier Parking, Fast Lane, Clear Bags, Blankets, Lawn Chair Rentals, VIP Club Access, VIP Seat Upgrades, Cabanas, Reserved Lawn, etc.
- Greet all guests and assist in answering any questions they may have about the venue and assist Ancillary Revenue Supervisor in setting up and breaking down cabanas, signs, tables, tents, etc. as needed

SESAC Music Group – Nashville, TN

Dec. 2023 – Sept. 2025

Administrator, Content Registration

- Process, review, and validate work registrations via online submissions, Common Works Registration, and cue sheets, ensuring accuracy, compliance, timely royalty payments, and database integrity
- Provide effective customer service and problem resolution by supporting affiliates and data partners with catalog transfers, repertoire management, and work registration inquiries
- Assist in data quality projects related to performing and mechanical rights for SESAC and data partners
- Contribute to the expansion and testing of SESAC's registration technology to enhance workflow efficiency

Orpheum Theater – Hancock, MI

Aug. 2023 – Dec. 2023

Digital Marketing and Event Manager

- Manage Facebook and Instagram accounts for the Orpheum Theater, consistently increasing engagement and follower growth by sharing updates on upcoming music shows and events, and interacting with the online community
- Plan and coordinate live events by designing seating/table layouts, organizing band riders and logistical needs, developing targeted advertising strategies, and working closely with the venue owner to ensure thorough event pre-planning
- Oversee day-of event operations, serving as the on-site point of contact for performers, assisting with hospitality and technical needs, facilitating ticketing and drink service, and ensuring patron safety and satisfaction through responsive issue resolution and high-level customer service

Fusion Technology, LLC – Memphis, TN (Remote)

May 2022 – Dec. 2023

Administrative Coordinator

- Support business operations and efficiency by managing administrative tasks, coordinating with the Schneider Electric team as an Elite Partner Company, and ensuring smooth day-to-day workflow across departments
- Collaborate directly with the CEO to handle high-level responsibilities including meeting coordination, confidential data management, and preparation of reports and documentation
- Manage financial operations using QuickBooks, preparing estimates, invoices, and purchase orders, maintaining accurate company records, and overseeing sales tax calculations and review of accounts to ensure a 100% accuracy of financial information
- Foster strong vendor and client relationships, communicating with 100+ customers and vendors, tracking contracts and renewals, ensuring timely product/service delivery, and leveraging data tools like Excel and the MySE Partner Portal to optimize engagement and retention

Minneapolis Ragstock Co. – Chicago, IL

June 2020 – July 2022

Sales Associate

- Provided excellent client service, driving sales through positive engagement, inquiry response, suggestive selling, and styling
- Trained new hires on customer service and sales protocols and motivated team to administer promotions to meet quotas
- Led merchandising directives to boost sales, collaborating quarterly with the corporate visual merchandising director to implement effective strategies that resulted in increased sales, an elevated customer experience, and strengthened brand loyalty

Ditty TV – Memphis, TN

June 2019 – Sept. 2019

Production Intern

- Researched music/media, organized the information, and wrote daily news segment scripts for recording and airing on the station
- Supported production team by filming concerts and capturing bands' in-studio performances through still photography which were then posted on Ditty's social media to promote the concert series
- Ran daily office duties, including creating release forms, day sheets, checking riders, stocking the green room, facilitating load in/load out, sound check, and participating in interviews with artists like Devon Gilfillian, Los Coast, Amy Speace, and more