

MITCHELL CLARK

TOUR MANAGER | TOUR ACCOUNTANT

CONTACT

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HIGHLIGHTS

Organized and led a 3 day multi-venue festival/conference that hosted over 13,000 people

Collaborated on the development of multiple arena tours, and oversaw the logistics, and profitability of the events

Worked as the tour accountant on multi-million dollar tours, for brands including Dude Perfect

SKILLS

Event and Tour Management

Project Management

Team Leadership

Tour Accounting

Event Settlement

Travel Management

E-Commerce Management

Microsoft Office Suite

Customer Service

Adobe Creative Suite

Proficient in Photoshop, Lightroom, Premiere Pro, and InDesign

Social Media Management

WORK EXPERIENCE

Tour & Road Manager

Freelance

March 2023 - Present

- Coordinate and oversee all aspects of tours, including scheduling, logistics, and travel
- Serve as the primary point of contact for clients, vendors, and venues
- Manage tour financial transactions, and complete the artist settlement
- Supervise tour staff, providing leadership, guidance, and support

Director of Event Operations

Premier Productions

April 2023 - February 2024

- Oversaw the execution of up to 500 events annually
- Lead a team of over 20 individuals
- Implemented strategies to enhance efficiency and optimize event processes

Project Manager & Tour Producer

Premier Productions

January 2022 - March 2023

- Successfully coordinated timelines to ensure execution of each tour
- Oversaw all aspects of ticketing, marketing, event logistics, and accounting
- Managed event budgets, expenses, and final accounting
- Produced and organized tours, ensuring smooth operation from start to finish
- Worked closely with artist management, booking agents, and venues

Tour Accountant

Dude Perfect, UNITED, & More

October 2021 - July 2022

- Managed all event accounting for tours that grossed over \$12 million
- Ensured accurate financial tracking and reporting throughout each tour
- Executed venue, artist, and promoter settlements each night

Promoter Rep

Numerous Tours

September 2017 - April 2018, March 2021 - September 2021

- Coordinated and advanced all details of the shows prior to arrival
- Communicated with venues and artist's teams to ensure all expectations were met
- Managed all onsite logistics for venues including arenas, theaters, clubs, and churches
- Managed and oversaw onsite ticketing

Event Coordinator

Premier Productions

January 2018 - July 2020

- Planned and executed over 150 concerts and conferences each year
- Created riders for each tour or event, effectively detailing the logistic and production requirements of each event
- Collaborated with all involved parties, including artists, vendors, and venues, to fulfill the needs of each event
- Maintained budgets and reconciled event accounting

Event Assistant

Premier Productions

November 2016 - September 2017

- Assisted event coordinators in the execution of events
- Executed artist and venue contracts for each event
- Organized, and managed the storage unit containing all tour supplies

Web Store Developer

MerchCave

September 2016 - January 2018

- Designed and managed over 15 web stores simultaneously
- Co-led new software implementations to improve efficiency and productivity
- Processed, packaged, and fulfilled web store orders
- Organized and maintained inventory
- Communicated with clients about web store performance and new products

EDUCATION

Milligan College

- Bachelor of Science Degree in Business Management
- Minor in Photography

The Contemporary Music Center

- Tour Manager for the student led tour
- Worked as artist manager, booking agent, and production assistant