

JENNA CURTIS

Operations
Event Production
Project Management

CONTACT

Mobile
(727) 409-3928

Email:
jennacurtisevents@gmail.com

Portfolio:
jenna-curtis.com

HQ:
Denver, CO

EDUCATION

University of Florida
Bachelors of Science (BS)
Environmental Science, 2017

PROFICIENCIES

Operations

- Vendors, Contracting, Site Mapping, Venue Relations, Transportation, Credentials

Project Management

- Scheduling, Budgeting, Travel Booking, Staffing, Timelines

Onsite Coordination

- Site Load-Ins & Strikes, Team Leadership, Volunteer Organization, Quick Problem Solving

Organization

- Grids, Google Drive, Outlook, Acrobat, Microsoft Office, Slack, Airtable

EXPERIENCE HIGHLIGHTS

Project Coordinator - Formula 1 Las Vegas Grand Prix Kilowatt Events, June. 2023 - Current (Contract)

- Designed and executed a robust virtual and in-person training program for 1,200+ local guest services staff - including curated videos, on-demand presentations, live zooms, and onsite reference materials
- Created SOPs for the inaugural 100,000+ guest event including check-in procedures, staff placements, breaking schedules, communication hierarchy, and issue resolution

Project Coordinator - Super Bowl LVII, LVIII Kilowatt Events, Sept. 2022 - Current (Contract)

- Designed the Exterior Fan Services plan for Super Bowl LVII, a virtual and in-person training program for 400 staff members
- Collaborated with wayfinding, ticketing, events, security, mobility, and all departments to construct an all-encompassing yet efficient gameday curriculum

Associate Producer - Google Next GPJ Experiential Marketing, Aug 2022 - Oct 2022 (Contract)

- Produced the one-day corporate Google Next '22 event for 500 Googlers and attendees
- Managed vendor contracting, client presentations, and budgeting for the multi-million dollar event

Operations Manager SeriesFest, Feb 2022 - May 2023 (Seasonal)

- Coordinated all site operations, venues, vendors, site load-in/strike, program and panel logistics, greenrooms, and run of shows for the theatres, party venues, and concert at Red Rocks.
- Hired and managed a team of 10 production assistants, venue managers, and contractors

Tour Manager, Event Operations Manager ASA Entertainment, Jan 2019 - July 2021

- Tour Managed 230+ shows of the live BMX High School Tour across the US
- Led all athlete management, contracting, travel booking, venue relations, payroll, and budgeting for two concurrent tours
- Directed onsite operations teams and site builds for the Super Girl Pro Surf Pro and Super Girl Snow Pro including vendor procurement, staffing, budgeting, site mapping, security, safety, and credentials

Co-Founder & Event Director Barrels for Boobs Surf Contest, Dec 2014 - June 2019

- Created and directed the annual surf contest, raising over \$20,000 for local breast cancer charities in 5 years
- Managed sponsorship acquisition, insurance compliance, volunteer organization, budget development, equipment logistics, entertainment booking, event scheduling, marketing, and city permitting

JENNA CURTIS

Operations
Event Production
Project Management

EXPERIENCE

OPERATIONS

SeriesFest - 2023, 2022
Operations Manager

Underground Music Showcase - 2023, 2022
Venue Manager, Site Operations

Google Next - 2022
Associate Producer

Winter Dew Tour - 2023
Credentials Crew

Nantucket Film Festival - 2023, 2022
Travel Coordinator

Sundance Film Festival - 2022
Transportation Coordinator

Tribeca Festival - 2022
Travel Coordinator

Kimball Arts Festival - 2022
Site Operations

Nissan Super Girl Surf Pro - 2021, 2020, 2019
Operations Manager

**No Place for Hate
Virtual Assembly Tour** - 2021, 2020
Operations Manager

Okeechobee Music Festival - 2020
Credentials Manager

ASA BMX High School Tour - 2020, 2019
Tour Manager

Nissan Super Girl Snow Pro - 2020, 2019
Operations Manager

EDC Orlando - 2019
Credentials Crew

Barrels for Boobs - 2014 to 2019
Co-Founder & Event Director

GUEST SERVICES

Super Bowl LVIII - 2024
Campus Fan Services, Project Coordinator

Formula 1 Las Vegas Grand Prix - 2023
Guest Services, Project Coordinator

Super Bowl LVII - 2023
Exterior Fan Services, Project Coordinator

Sonic Temple - 2023
Guest Services Manager

Lost Lands Festival - 2023
Access Manager

Inkcarceration - 2023
Guest Services Manager

Innings Festival Tampa - 2023
Guest Services Crew