

Cassandra Medcalf

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EDUCATION

B.S. in Television/Radio Production, Minor in English..... May 2014
Ithaca College, Ithaca NY
Class of 2014

PROFESSIONAL EXPERIENCE

BSI PRODUCTION.....Ithaca, NY
Sound Engineer.....*August 2018 – present*

- Works with a crew of 3-30 techs for various corporate and musical productions, including: Cornell University Homecoming, Cayuga Sound, events at Watkins Glen International, and DSP Shows.

THE RANGE.....Ithaca, NY
Booking and Events Manager.....*August 2016 – August 2018*

- Books and schedules entertainment
- Structures and oversees payment of artists and sound engineers and fulfillment of contracts
- Manages production, venue, and stage/equipment upkeep
- Oversees promotional material for website, calendars, print media, and social media outlets

LUCY THE DINO PRODUCTIONS.....Ithaca, NY
Owner, Chief Engineer.....*March 2016 – present*

- Freelances as live sound engineer for musical and theatrical productions at local venues, including: The Hangar Theatre, The Range, The State Theatre, The Dock, and Grassroots Festival.
- Manages and technically directs mixing/mastering studio
- Edits, mixes, and masters music, film, spoken word, and commercial productions
- Acts as producer and consultant for clients' creative and commercial endeavors

ELECTRIC WILBURLAND.....Newfield, NY
Intern.....*February 2013 – August 2014*

Assistant Engineer.....*August 2014 – Present*

- Runs recording sessions with personal clients, assists in other studio sessions
- Assists in studio set-up and maintenance
- Sets up and manages sessions in Pro Tools

91.7 FM WICB.....Ithaca, NY
Promotions Director, Jazz/Specialty Director, Personality.....*August 2010 – June 2014*

- Organized events, giveaways, interviews, and live performances
- Programmed specialty formats and organized DJ schedule
- On-air talent and newscaster in morning, afternoon, and evening time slots

RED LIGHT MANAGEMENT.....Los Angeles, CA
Intern.....*August 2013 – December 2013*

- Assisted in various departments, including Promotions, Licensing, Publishing, and Management
- Worked reception, answering phones and assisting with hospitality

THE ROXY.....Los Angeles, CA
Production Intern / Assistant.....*October 2013 – December 2013*

- Assisted Production Manager in day-to-day business operations and artist relations
- Served as a stage runner during performances and assisted with set changes
- Shadowed and assisted FOH and monitor mixers

ADDITIONAL SKILLS

- Extensive public speaking, networking, and interpersonal communication experience
- Maintains composure and works well in high-pressure environments
- Proficient in Pro Tools, Microsoft Office, Google Applications, website design (basic HTML and CSS), writing, and social media management
- Drives manual transmission
- Cheerful disposition and infectious positive attitude