

Jack Doutt

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Education

- **BFA Degree**, Instrumental Arts - Guitar: **California Institute of the Arts** Spring 2016
- **Secondary Degree**, Digital Arts

Work Experience

Bernie Grundman Mastering - Production Coordinator - Hollywood, CA (Summer 2016 - present)

- Coordinated between record label/artist and the Mastering Engineers from beginning to end of project
- Maintained front end of studio and billing documents for each project
- Organized materials for sessions to ensure sessions are seamless
- Master the art of espresso

The Hollywood Bowl - Rehearsal Guard - Hollywood, CA (Summer 2014 - 2016)

- Worked as a team with other guards to keep the bowl closed when requested
- Created backstage credentials to distribute to artists and their managers
- Assisted guests visiting the amphitheater during daily rehearsals

California Institute of the Arts - Sound Technician - *Valencia, CA* (Fall 2014 - Spring 2016)

- Engineered weekly recording sessions for students in the school's film, animation and music departments
- Transferred media in analog formats to digital formats (vinyl, film, laser disk, cassettes)
- Combined finished films with their finished audio (laybacks) and prepared the films for annual showcases

the wulf. - Venue Administration/Production Intern - *Los Angeles, CA* (Summer 2014)

- Operated, sliced and uploaded audio recordings from each concert
- Organized the venue's massive online archived media (video, audio, photos from every show)
- Wrote non-profit operational grants such as the Alice M. Ditson Grant
- Developed *the wulf.*'s social media resources to better reach the general public

The Breathing Room - Stage Manager/Audio Technician - *Northridge, CA* (Nov. 2009 - June 2014)

- Managed the back line and load in of artists
- Executed operational tasks and led a team of volunteers in venue setup
- Engineered the 16 channel soundboard and monitor mixes during concerts

UPS (United Parcel Service) - Driver Assistant - *Northridge, CA* (Winter 2013)

- Assisted the UPS drivers on their daily routes during the congested holiday season
- Operated the Delivery Information Acquisition Device to ensure accuracy in deliveries
- Delivered the packages, obtained written agreement from residents, and organized the truck to optimize delivery time.

BandMerch, AEGLive - Warehouse Worker - *Burbank, CA* (Winter 2013)

- Retrieved merchandise from warehouse from online orders
- Prepared and shipped packages
- Distributed shipping labels based on region to expedite shipping turn around

Private Guitar Instructor - *Los Angeles, CA* (Spring 2012 - 2016)

- Prepared private lessons curtailed to students of all ages and backgrounds
- Interacted with guitar students while assessing their strengths and weaknesses on the instrument
- Coached students on how to properly execute repertoire

Computer Skills

- Proficient in audio editing software (including: Pro Tools, Logic, Audacity, Ableton)
- Proficient in video editing software (including: Media Composer, Final Cut)
- Proficient in Word, Excel, Power Point, Mac OS, Windows