

# KIANA McLEOD

see my portfolio: [www.kianamcleod.com](http://www.kianamcleod.com)

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Based in Detroit, MI.

## CURRENT ROLE

Associate Producer

Superfly // REVOLT World 2023

June 2023 - October 2023

Remote + On-Site in Atlanta, GA

- Led on-site live event production, encompassing vendor onboarding, coordination with rental and fabrication vendors, and supervision of brand ambassadors/production assistants.
- Showcased top-tier project management and organizational skills through meticulous asset tracking, upkeep of production schedules, seamless team communications, and thorough documentation.
- Support to Senior Producers for REVOLT's annual festival and summit, in alignment with the client vision of scaling and diversifying the experience in celebration of the brand's 10 year anniversary.

## RELEVANT EXPERIENCE

Content Producer

BlackWomenTalkTech

May 2023 - June 2023

Remote + On Site in Brooklyn, NY

- Facilitated event advance correspondence and speaker onboarding for over 50 panelists for BlackWomenTalkTech's 2023 Roadmap to Billions NYC Conference
- Primary point of contact for speaker talent management, ensuring preparation and accordance with the show schedule, while orchestrating seamless coordination with hospitality, makeup, and technical teams to guarantee smooth conference program operations throughout the event.

Producer

Pixis Drones

October 2022 - February 2023

Remote

- Spearheaded light show production at Pixis Drones, responsible for seamless coordination of logistics, staffing, and on-site troubleshooting.
- Develop and oversee the Run of Show for every drone show, managing all logistical aspects and staffing needs.
- Diligently monitor and manage budgets for each client-commissioned show, consistently achieving cost savings of over \$10K per project.

Experiential Production Manager

AMP Agency

June 2021- September 2022

Remote

- Orchestrated vendor management, establishing clear timelines for fabrication and production to align with client expectations in both budgetary and creative aspects.
- Directed various sponsorship programs for Southwest Airlines, in collaboration with renowned venues such as Red Rock Amphitheater, and sports properties including the San Diego Padres and Colorado Rockies.
- Oversaw recruitment, training, and supervision of local on-site support staff for activations spanning multiple cities.

Account Coordinator

24G

August 2020 – May 2021

Troy, MI

- Ensured seamless collaboration of instructional designers, content producers, developers, and creatives in delivering interactive digital solutions to drive client success in dealership programs for Volkswagen Group of America brands.
- Managed the initial stages of the project sales process, meticulously documenting client requirements for effective team briefings, initiating project scope and budget creation, leading up to the final project kickoff.

Community Manager

General Assembly

September 2019 – July 2020

Detroit, MI

- Pioneered the establishment and launch of General Assembly's Detroit campus, employing strategic PR outreach, networking, and orchestrating a highly successful launch event and interactive panel discussion.
- Directed the pre-event planning and production of both live and virtual educational content, including a diverse range of classes, workshops, and events.

## EDUCATION

Bachelor of Science in Communications Media

Indiana University of Pennsylvania – May 2016