

# Jobee K. Solik

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## **EMPLOYMENT**

### **Blumenthal Performing Arts, Charlotte, NC**

#### **Floor Supervisor/Senior Usher: April 2011 – Present**

Training and supervising ushers; communicating with House Manager during and in advance of performances; and ensuring the safety of all patrons at Blumenthal Performing Arts

### **CSP Information Group, Mesa, AZ**

#### **Director of Client Services: November 2008 – December 2010**

##### *Sponsor Relations*

Primary sponsor contact for five annual events: Convenience Retailing University, Outlook Leadership, Restaurant Leadership Conference, FARE, Retail Leader of the Year (330+ companies, 1000+ representatives)

Sponsors include: **Anheuser-Busch, Inc, BIC USA Inc., Coca-Cola Company, GE Capital, Kraft Foods, Inc, Mars Chocolate North America, and PepsiCo**

Creatively explore new ways to showcase sponsor products and investments

Co-marketing sponsor products and/or services with the other participating sponsors

##### *Logistical and Operational Support*

Collect all sponsor marketing materials, product integration, delivery information, etc.

Assist with event operations, timelines, and staffing plans

Design sponsor exhibit gallery and oversee all logistics including material handling, electrical & water line installation, fire permits, etc.; Contract and manage exhibition company

Coordinate conference follow up including sponsor survey creation, distribution, and analysis

##### *Budget development*

Assist with budget development and management of all conferences

Negotiate sponsor trade-out agreements for budget savings (signage, attendee gifts, etc.)

Oversee final billing

##### *Manage CARRE Foundation (Charitable Alliance of Retail & Restaurant Executives)*

Develop and manage comprehensive fundraising program

Responsible for fundraising efforts including securing silent auction items

### **Meeting & Event Planner: January 2008 – November 2008**

##### *Registration*

Negotiate RegOnline.com contract and developed registration site templates

Create and manage event registration sites through RegOnline.com

Telemarketing for 6+ meetings

Create and distribute registration reports including attendee lists, history, pick-up reports, etc.

Print all meeting materials: name badges, agendas, attendee lists, and presentations

##### *Hotel Management*

Create hotel specs including food & beverage selections; manage Banquet Event Orders (BEO's), group resume, meeting space, room block, and Audio/Visual

##### *Special Events*

Negotiate and coordinate catering services and entertainment contracts

### *Transportation*

Book attendee flights and ground transfers

### *Budget*

Create meeting budget and track meeting income and expenses during planning process

Provide summary report and meet with Accounting Department to reconcile final budget

### *Manage Industry Calendar*

Assist in date selection for 35+ events and meetings

## **Sharon Lynne Wilson Center for the Arts (SLWCA), Brookfield, WI**

### **Event Manager: May 2005 – October 2007**

#### *Event Management*

SLWCA consists of one 620 seat theater, one studio theater, one banquet hall, one multi-purpose room, six classrooms, and one outdoor venue

Scheduled 120+ performances, 70+ corporate meetings/receptions, and 25+ private events annually

Manage performance artist contracts and riders for 30+ performances

Arranged performers travel, hotel, and dining arrangements

Manage and track budgets for events

#### *Special Events*

Annual fundraising events, Gala (\$175,000), Fashion Show, and Winter Soiree

Developed the 1<sup>st</sup> & 2<sup>nd</sup> Annual Hidden River Art Festival (three day outdoor fall festival, 80 visual artists and 12 performing artist groups)

Produced Starry Nights; an eight performance free outdoor concert series

Managed budgets and donated sponsor product

Created timelines, event layouts, Request for Proposals (RFP's)

Negotiated all tenting, linen, and catering contracts including concession services

#### *Rental Events*

Responsible for Lease and Rental Goals

Developed targeted marketing materials and mailing list for potential rental clients

Created rental contracts including rates, room, equipment and catering services

Responsible for final billing and invoicing

#### *Front of House Management*

Hired, trained, scheduled, and supervised Operations team consisting of 130+ full and part-time staff

Managed Front of House team including House Managing support and Box Office Services

### **Rental Coordinator: August 2003 – April 2005**

Provided rental information, pricing and tours

Established and developed policies and procedures

Rental Department Accounts Payable and Receivable Clerk

## **EDUCATION**

### **Columbia International University, Columbia, SC**

Masters of Education with emphasis in Curriculum and Instruction, 2002

Bachelor of Science with a double major in Culinary Arts and Biblical Studies, 2001

### **Milwaukee Area Technical College; Milwaukee, WI**

Culinary Arts Apprenticeship Program

American Culinary Federation Certified Cook, 2000

Management Certification by the American Culinary Federation, 2000

## **SKILLS**

Proficient in business, accounting, ticket-related, registration and survey software including Microsoft Office Suite (Excel, PowerPoint, Publisher, Word), QuickBooks, Quicken, ProVenue Ticketing Software, RegOnline.com, The Razors Edge Nonprofit Management and Fundraising Software and SurveyMonkey