Concert Coordinator Exercise

Turn in this exercise along with your application, resumé and references.

This exercise focuses heavily on your attention to detail. There are three (3) documents you will need to complete this exercise: 1) Rider 2) Facilities Services Estimate 3) Catering Estimate. They are listed on the UM Productions website.

You will be reviewing the Facilities Services Estimate and Catering Estimate for an upcoming show to ensure they match the requirements set forth in the Rider. To do so, compare the requirements of the Rider with the estimates sent to you by Facilities Services and Catering. There will be discrepancies, which you will note on the respective estimates.

Be sure to carefully and legibly record all discrepancies you find. We will review this exercise with you in the interview.

Good luck!