

# Julie Mutnansky

DIRECTOR / PROGRAMS & EVENTS

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LOS ANGELES, CA



## EDUCATION

BACHELOR OF ARTS IN SOCIAL  
& BEHAVIORAL SCIENCES

Major: Communications  
Minor: Marketing

University of Arizona  
2006-2010

## SKILLS

### >> PROFESSIONAL

Program Management

Events & Logistics

Budgeting, Planning &  
Forecasting

Maintaining & Building  
Professional Relationships

Graphic Design

Marketing & Promotion

Microsoft Office Proficient

## PROFILE

Program and Events Manager with eleven years' experience in the Entertainment Industry, Non-Profit world and managing events. Experience supervising a team while running a variety of music education programs. Working with students to teach them the best way of having a successful career in music, while helping music programs in need. Manage and lead a variety of events to support programming, while maintaining sponsor/partner relationships and building knowledge of our programs. In-depth experience with budgeting, marketing, executing a project from start to finish, and communication across various teams and with external industry professionals.

## PROFESSIONAL EXPERIENCE

### DIRECTOR

GRAMMY Museum Foundation / Los Angeles, CA / Aug 2022 - Present

- Manage and lead the team responsible for all events and education programming under the GRAMMY In The Schools umbrella.
- Direct programming locally, regionally, and nationally.
- Supervise Education Department staff.

### SENIOR MANAGER

GRAMMY Museum Foundation / Los Angeles, CA / Aug 2021 - Aug 2022

- Produce virtual music education festival (GRAMMY In The Schools Fest) for over 100,000 students, educators, and the general public.
- Manage/Market all Education Programs including GRAMMY Camp, GRAMMY Career Day, GRAMMY Signature Schools, GRAMMY Museum Summer Session, and GRAMMY Museum Career Pathways.
- Develop and maintain all program budgets.
- Secure and create relationships with industry professionals, vendors, sponsors, and Board Members.

### PROJECT MANAGER

GRAMMY Museum Foundation / Los Angeles, CA / Jan 2017 - July 2021

- Managed/Marketed all Education Programs including GRAMMY Camp, GRAMMY Camp -Jazz Session, and GRAMMY Camp - Weekend.
- Developed and maintained all program budgets.
- Planned and executed all program logistics, relationships, and sponsorships

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## SKILLS

### >> TECHNICAL


Microsoft Word & Excel




Mac & PC Operating



Adobe Creative Suite




Facebook + Instagram



PowerPoint



HTML + CSS



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## ACTIVITIES

>> EVENT PLANNER

>> PUBLISHED WRITER

>> MUSIC EDUCATOR

>> PHOTOGRAPHER

>> VOLUNTEER

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## INTERESTS

>> PHOTOGRAPHY

>> TRAVELING

>> NATIONAL PARKS

>> GRAPHIC DESIGN

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## EXPERIENCE (CONTINUED)

### PROJECT COORDINATOR

*GRAMMY Foundation / Santa Monica, CA / Aug 2014 – Dec 2016*

- Planned and executed all Education Program activities including GRAMMY Camp, GRAMMY Camp – Jazz Session, and GRAMMY Signature Schools.
- Developed budgets for programming and assisted with grant writing for various supporters of Education Programs.
- Evaluated new and existing programs to assess suitability and the need for changes.

### SENIOR ASSISTANT

*GRAMMY Foundation / Santa Monica, CA / Aug 2012 – Jul 2014*

- Managed schedules while communicating creative needs and keeping to deadlines
- Aided in the development of the marketing plan for all Foundation Education Programs.
- Built relationships with external vendors, sponsors, and Board Members.

### ADMINISTRATIVE ASSISTANT

*GRAMMY Foundation / Santa Monica, CA / Jul 2010 – Jul 2012*

- Assisted with all Education Programs while organizing team meetings, databases, and events.
- Coordinated departmental finances, expenses, budget preparation and personnel issues.
- Planned and executed all travel for the Executive Education Director.

### ADVERTISING/MARKETING SPECIALIST

*Peak Management / Tucson, AZ / May 2008 – May 2010*

- Responsible for advertising for 100 stores in 6 different states.
  - Created radio scripts for local and national radio stations for promotion.
  - Promoted different stores through marketing, public relations, and events.
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E V E N T / P R O D U C T I O N / V O L U N T E E R S H O R T L I S T

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## AWARD SHOWS / LIVE TV

- GRAMMY Awards Telecast – 53<sup>rd</sup> Annual through 65<sup>th</sup> Annual (2011 – Present)
  - Premiere Ceremony and Post-Party Events at each
- Apple TV+ EMMY Party (Production Manager, 2022)

## EVENTS

- American Bar Association Virtual Conference (IT/Zoom Manager, 2021)
- American Marketing Association Event at CSUN (Presenter, 2015)
- Berklee Empowerment Initiative Young Women in Music Event (Program Manager, 2017)
- GRAMMY Foundation / GRAMMY Museum Foundation's GRAMMY Camp (Program Manager 2010 – Present)
- GRAMMY Foundation / GRAMMY Museum Foundation's GRAMMY Camp - Weekend (Program Manager 2014 – Present)
- GRAMMY Foundation / GRAMMY Museum Foundation's GRAMMY Career Day (Program Manager 2011 – Present)
- GRAMMY Museum Foundation's GRAMMY In The Schools Fest Virtual Music Education Festival (Producer, 2020 – Present)
- GRAMMY Foundation's GRAMMY In The Schools Live! Concert Fundraiser ft. Special Guest Artists (Program Manager, 2011 - Present)
  - Sara Bareilles, Anthony Hamilton, Esperanza Spalding, Juanes, Vampire Weekend, Hunter Hayes, Sam Hunt, Aloe Blacc, KING, Jon Batiste, and Bebe Rexha
- GRAMMY Foundation GRAMMY Jazz Ensemble (Program Manager, 2011-2018)
- GRAMMY Foundation / GRAMMY Museum Foundation's GRAMMY Signature Schools (Program Manager 2013 – Present)
- GRAMMY Foundation Music Preservation Concert (Production Manager, 2011 – 2013)
- GRAMMY Foundation Starry Night Benefit Concert ft. Keith Urban (Program Manager, 2010)
- GRAMMY Museum Foundation's Summer Session (Program Manager, 2018 – Present)
- GRAMMY NEXT Membership Events for GRAMMY U (Program Manager, 2010-2014)
- GUCCI Love Parade Fashion Show (PA / Talent Escort, 2021)
- Illuminate: A Hopin Experience Virtual Conference (Producer, 2021)
- International Union for the Scientific Study of Population Virtual Conference (IT/Zoom Manager, 2021)
- MusiCares MAP Fund Benefit Concert Honoring Special Guest Artists (Production Manager, 2012 – 2016)
  - Backstreet Boys, Chester Bennington of Linkin Park, Macklemore, Metallica
- MusiCares Person of the Year (Production / Check-in Manager, 2011 – 2015)
  - Barbara Streisand, Bob Dylan, Bruce Springsteen, Carole King, and Paul McCartney
- National Association for Music Education Conference (Presenter, 2017)
- Notes For Notes LA Soundboard Event (Production Manager / Board Member, 2018)
- RAW Natural Born Artists Showcase / Fashion Show (PA, 2012)
- Round-Up Country Music Festival (PA, 2013)
- Stevie Wonder: Songs in the Key of Live – An All-Star GRAMMY Salute (PA, 2015)
- Women In Music LA Wellness Summit (PA, 2018)

## VOLUNTEER EVENTS

- Musicians On Call Live and Recorded Music Program (Artist Guide)
- Generation Humanity Benefit Event and Fundraiser
  - In support of The American Lung Association (Production Manager)
  - In support of The Los Angeles Mission
- Clinton Foundation's "A Decade of Difference: Concert Celebrating 10 Years" (Prod. Manager)
- Community Arts Resources – Re: Imagine Event (Production Manager)