

# Natália Monteiro

Brazilian, 27 years old. Holds a degree in International Relations. Experienced in cultural and technical production, specializing as a scenic lighting technician and stage director. A versatile professional with a multipotential profile, having successfully produced a wide range of events, including sports, academic, corporate, theater, music and social gatherings.



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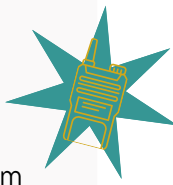
(21) 98048-8062



Rio de Janeiro, Brasil



Curriculo Lattes



## Professional Experience

### Technical Producer and Receptionist | Casa Grande Theater | Mar 2023 - Present

Freelance work as an audiovisual technician, responsible for ambient sound setup before performances and managing the technical aspects of television screens and projection screens with audiovisual content for the Theater and its clients. Also involved in audience reception, ticket reading, and familiarity with the Theater's seating chart.

### Production Assistant | Brazilian Youth Symphony Orchestra | Oct 2023 - Dec 2023

Pre, trans, and post-production of concerts and musicians' activities. Document organization, activity planning, scheduling, and coordination of travel arrangements. Booking and maintaining relationships with cultural venues.

### Theatrical Producer | Riachuelo Theater RJ | Jun 2023 - Sep 2023

Responsible for overseeing the pre, during, and post-executive production processes for the reception of concerts, theatrical performances, stand-up shows, and corporate events at Riachuelo Theater RJ. Directly engaged with external producers and business figures in the music and theater industry. Managed the reception and verification of technical and executive production documents, checked data related to social counterpart, and handled ECAD clearance. Executed major performances, including productions by Cia de Ballet Dalal Achcar, Rafael Portugal's "Eu Comigo Mesmo," "Loloucas" featuring Heloísa Perissé and Maria Clara Gueiros, as well as concerts by Frejat, Zélia Duncan, Cícero, and Leila Pinheiro & Roberto Menescal.

### Event Producer | Museum of Tomorrow | May 2022 - Jun 2023

Team management, leading meetings, and facilitating communication between different departments. Responsible for the administrative aspects of events, including documents, layouts, operational costs, and work schedules for the team. Handling technical visits, overseeing pre-event, operational, and post-event processes with clients and internal museum departments. Executed significant projects such as LED Globo (Jun 2022), Numanice Recording (Jul 2022), Humorama TikTok (Aug 2022), and Peggy Gou (Nov 2022).

### Production Coordinator | COL CONMEBOL Copa América (Rio de Janeiro) | Jun 2021 - Jul 2021

Responsible for transportation logistics for the President and Executives of CONMEBOL, as well as other members of sports federations. Executed tasks and maintained bilingual communication, interfacing with security and protocol areas to ensure smooth movements.

### Production Analyst | COL FIFA U-17 World Cup (Brasília) | Oct 2019 - Nov 2019

Responsible for the transportation logistics of VIPs and VVIPs, including the President and Executives of FIFA, and other members of sports federations during the FIFA U-17 World Cup in Brasília. Served as the main point of contact and managed relationships for the group. Collaborated with the security and protocol departments to ensure seamless coordination.

## Over 50 projects and works as a events producer

- ★ Candlelight Original Sessions - Liniker - Vivo Rio (Sep 2023)
- ★ EX30 VOLVO Launch - Jockey Club RJ (Sep 2023)
- ★ International Literary Fair of Paraty - Sesc Paraty - Rio de Janeiro (Jul 2019)
- ★ WOW Women of the World Festival - Mauá Square - Rio de Janeiro (Nov 2018)
- ★ Ktalise Accessibility Services - Claro Mais Theater RJ (Sep 2023 - present)

## Education

- ▲ Stage Management and Technical Production - IATEC | 2023
- ▲ Specialization in Stage Lighting - IATEC | 2022
- ▲ Digital Marketing Planning - Sebrae | 2019
- ▲ Social Events Planning - Senac | 2019
- ★ International Relations | Federal Rural University of Rio de Janeiro | 2015 - 2019
- ★ University of Porto, Portugal | Feb 2018 - Jul 2018
- ★ English (Advanced) | BRASAS English Course | 2010