



NATÁLIA MONTEIRO
Independent Producer

São Paulo/Rio de Janeiro

Linkedin: [@nataliaproduz](#)

E-mail: nataliaproduz@gmail.com

Contact: (11) 96382-2312 (Apenas WhatsApp)

Languages: English (Advanced), Spanish (Basic), Portuguese (Native)

About me

Brazilian, 29 years old. Graduated in International Relations, cultural producer with technical training in stage lighting and stage management. Multipotential professional with experience in the production of large-scale events, festivals, and sports events, working across logistics, accreditation, and artistic operations. Artistic and executive production experience in classical music, theatre, and live entertainment.

Professional Experience

Accreditation VAPP Producer

Rock World | Lollapalooza Brasil | Mar 2026

Responsible for executing the vehicle access credentialing plan (VAPP – Vehicle Access and Parking Permit) during the build-up, operations/supply, and breakdown phases of Lollapalooza Brasil 2026. Managed on-site parking allocation and mapping, controlled vehicle access, and handled requests from vendors and brand partners related to vehicle circulation. Issued warnings and vehicle fines through Rock World's internal system.

Logistics Production – Brahma Activations Sapucaí

Califórnia Agency | Jan 2026 - Feb 2026

Led logistics and close support for high-profile sensitive assets (Carlo Ancelotti and Ronaldo), providing bilingual artist liaison and executing movements alongside private security and armed escort. Planned routes and coordinated transfers across

airports, hotels and event venues (Sapucaí – N1 and CBF hospitality areas), overseeing hospitality, transport and logistics for 250 Ambev guests while ensuring operational control and risk mitigation.

Thunder Stage Monitor | CCXP 2025

Mundo Ticket | Dec 2025

Responsible for guiding and coordinating the access control team at the Thunder Stage, the event's main arena. Provided bilingual customer service, managed queues, and organized visitor flow in a high-demand environment. Performed ticket validation and scanning, offered general information about the program, and supported the attendee experience while ensuring compliance with operational and safety protocols at a large-scale event.

Asset and Operations Producer

A Magareira | Oct 2025 – Nov 2025

Responsible for asset monitoring during beverage service operations at large-scale events held at MorumBIS Stadium, including Imagine Dragons (Oct 31 and Nov 1), Linkin Park (Nov 8), and Dua Lipa (Nov 15). Monitored inventory and controlled team circulation within operational areas. Supported the organization, counting, and replenishment of supplies. Followed up on the setup and breakdown of bars and hospitality areas, ensuring compliance with operational procedures.

Independent Artistic Producer

Sayd Produções | Jul 2025 – Aug 2025

Oversaw the build-up, run, and breakdown phases of the theatrical production *Neurótica*, starring actress Flávia Reis, at Teatro J. Safra. Responsible for backstage organization, control and setup of props, and the artist's wardrobe. Handled box office settlement (borderô) with the venue, provided technical support at the house mix, and supported overall production during performance days. Also mediated communication between the artist, production team, and theater administration throughout the run.

Events Analyst

Baccarelli | Nov 2024 – Oct 2025

Experience in coordinating artistic schedules, planning concerts, and external activities. Responsible for the administrative and documentation management of musicians, students, and artistic groups. Worked on attendance control and technical-artistic follow-up of rehearsals and performances. Participated in the organization of institutional events such as the Baccarelli Bazaar, masterclasses, and auditions. Collaborated on major events, including the inauguration of the new MASP building, the 36th São Paulo Art Biennial, and The Town 2025 (Quebrada and The Tower stages), among other events.

Accreditation Producer Rock in Rio

Dream Factory | Aug 2024 – Sep 2024

Responsible for guiding staff and vendors through the accreditation process for Rock in Rio 2024, including the submission of required documents such as PGR, PCMSO, and Risk Inventory. Coordinated the issuance and organization of vouchers, VAPPs, and credentials for team members, staff, and suppliers accessing Cidade do Rock during build-up, event operations, replenishment, and breakdown phases. Maintained direct liaison with the BOBS client, Rock World team, and other operational stakeholders. Supported the collection and organization of documentation for the legal compliance of BOBS projects celebrating Rock in Rio's 40th anniversary.

Logistics Producer

Agência Inhaus | August 2024

Responsible for the logistics production of three assets for the International Beer Day campaign, a Grupo Petrópolis project for the Itaipava brand. Filming took place in Petrópolis (RJ) with pre-production in São Paulo. Managed air and ground transportation as well as hospitality logistics for the artists and teams of Ivete Sangalo, Paulo Vieira, and Thiago Martins. Followed on-set activities, handled reception, and provided general support in executing the daily call sheet. Organized budgets and logistics presentations related to the three assets.

Executive and Logistics Producer

Olimpismo Project | July 2024

Responsible for the executive and logistics production of the Olimpismo project, a free public event featuring Olympic and Paralympic activities held in parks across the city of São Paulo. Oversaw build-up, operations, and breakdown phases at CEU Carrão, CERET Park, and Pelezão (Alto da Lapa). Organized teams, provided attendee support, managed F&B for staff, and coordinated overall schedules with team members and vendors. Prepared post-event reports with edition analysis and implementation of continuous improvements.

Operational Producer

Red Bull Ladeira Abaixo | June 2024

Provided technical support and coordinated fire brigade, loaders, and medical teams during the Red Bull Ladeira Abaixo race. Supported general production and F&B operational flows, ensuring alignment between operational fronts. Member of the Medical Crises operational team, focusing on organization and response to critical demands in a large-scale event.

Artistic Producer

São Paulo State Symphony Orchestra (OSESF) | Feb 2024 – May 2024

Developed artist backstage operations, coordinated schedules for conductors, soloists, and international guests, and planned activities for the 2024 season and tours. Executed production of artistic activities for Fundação OSESF, including weekly concerts, rehearsals, auditions, and related events. Provided bilingual support to guest conductors and soloists at Sala São Paulo, and welcomed artists during thematic concerts such as the “Historic Encounters” series and special programming, including pre-season concerts, chamber ensembles, and season pre-opening events. Conducted pre-production for projects such as the Campos do Jordão Winter Festival, concerts at MASP, and OSESF international tours.

Technical Producer and Front of House Assistant

Casa Grande Theater | Mar 2023 – Dec 2023

Freelance work as an audiovisual technician responsible for pre-show ambient sound operation and handling of in-house technical equipment, including TVs and projection screens for theater and client content. Also worked in front-of-house operations, welcoming audiences, scanning tickets, and managing the theater seating map.

Artistic Assistant Producer

Orquestra Sinfônica Brasileira Jovem | Oct 2023 – Dec 2023

Supported pre-, during-, and post-production of concerts and musicians’ activities. Organized documentation, planned activities, schedules, and travel logistics, and coordinated bookings and relationships with cultural venues.

Accessibility Resources Producer

Beplay | Claro Mais Theater Rio de Janeiro | Sep 2023 – Feb 2024

Set up equipment and software for live audio description and captioning of the Teatro Claro RJ programming. Assisted and welcomed audience members with disabilities attending performances. Operated equipment including laptops/tablets for audio description, and managed audio and video transmission to a remote stenotypist (captioner).

Theater Producer

Riachuelo Theater Rio de Janeiro | Jun 2023 – Sep 2023

Responsible for managing pre-, during-, and post-executive production workflows for concerts, theatrical performances, stand-up shows, and corporate events at Teatro Riachuelo RJ, working directly with external producers and professionals from the

music and theater industries. Handled receipt and verification of technical and executive production documents, reviewed social counterpart requirements, and managed ECAD clearance. Worked on major productions including Cia de Ballet Dalal Achcar, Rafael Portugal in Eu Comigo Mesmo, Loloucas starring Heloísa Perissé and Maria Clara Gueiros, and concerts by Frejat, Zélia Duncan, Cícero, and Leila Pinheiro & Roberto Menescal.

Events Producer

Museum of Tomorrow (Rio de Janeiro) | May 2022 – Jun 2023

Managed teams, led meetings, and facilitated communication across departments. Responsible for the administrative side of events, including documentation, floor plans, operational costs, and staffing schedules. Conducted site visits and coordinated pre-event, operational, and post-event workflows with clients and internal museum teams. Worked on major projects such as LED Globo (Jun 2022), the recording of Numanice (Jul 2022), Humorama (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 CONMEBOL President, executives, and members of sports federations. Performed bilingual duties and liaised with security and protocol teams to coordinate movements and ensure smooth operations.

Events Analyst

COL FIFA U-17 World Cup (Brasília) | Oct 2019 – Nov 2019

Managed transportation logistics for VIP and VVIP guests, including the FIFA President, executives, and members of sports federations. Acted as the primary point of contact for the group and coordinated directly with security and protocol teams.

50+ Projects and Production Engagements

- Candlelight Tribute to Queen – Museu do Amanhã (Jan 2024)
- Launch Event – Nova Amil Paradiso 95.7 FM – Museu do Amanhã (Jan 2024)
- Candlelight Original Sessions – Liniker – Vivo Rio (Sep 2023)
- Ktalise Accessibility Services – Teatro Claro Mais RJ (Sep 2023 – Jan 2024)
- EX30 Volvo Launch – Jockey Club RJ (Sep 2023)
- International Literary Festival of Paraty (FLIP) – Sesc Paraty – Rio de Janeiro (Jul 2019)
- Copa América 2019 – COL CONMEBOL – Rio de Janeiro (May 2019 – Jun 2019)

- Salão do Estudante – Rio de Janeiro (Mar 2019 – Mar 2022)
 - WOW – Women of the World Festival – Praça Mauá – Rio de Janeiro (Nov 2018)
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Courses

- Sustainable Festivals: How to Create Eco-Friendly Music Events – Senac | 2025
 - Showtime: From Planning to Stage – Senac | 2025
 - People Management – Sebrae | 2024
 - Cultural Production Workshop – Parque de Ideias | 2023
 - Stage Management and Technical Production – IATEC | 2023
 - Scenic Lighting Specialization – IATEC | 2022
 - Social Event Planning – Senac | 2019
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Education

Bachelor's Degree in International Relations
Federal Rural University of Rio de Janeiro
Start: 2015 – Completion: Jul 2019

Academic Mobility Program
University of Porto, Portugal | Feb 2018 – Jul 2018

Languages

English (Advanced) – BRASAS English Course | 2010