

Jorde D. Jones

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October 28, 2026

Julia Castonguay
Human Resources
Live Nation
427 C St
San Diego, CA 92101

Re: Artist Management and Operations Associate

Dear Ms. Castonguay,

I am writing to apply for the Artist Management and Operations Associate role at Live Nation. Through my experience in music programming, live-event activation, journalism, and artist outreach, I have developed the ability to connect creative talent with audiences while keeping the details behind an event or broadcast organized and moving forward. I would bring a hands-on, adaptable perspective to a team working at the intersection of artists, operations, and live entertainment.

As Assistant Program Director and Music Director at WANM 90.5, I helped coordinate our World College Radio Day event, bringing three student artists into the station's programming and collaborating with the school's record label and podcast programs to increase student engagement. I also manage the intake of more than 30 music submissions each week, helping maintain an organized catalogue and supporting programming decisions that introduce listeners to new music. These responsibilities have strengthened my ability to coordinate with creative partners, manage competing priorities, and support opportunities for emerging artists.

My work in radio also requires me to be effective both behind the scenes and in real time. I have engineered the studio board during live shows and interviews, edited audio for broadcast, and hosted a weekly program. Alongside my journalism experience covering events and interviewing members of the community, this work has taught me to communicate clearly, stay attentive to changing needs, and maintain accuracy under pressure. I understand that successful artist operations depend not only on creative ideas, but also on preparation, follow-through, and dependable collaboration.

I would welcome the opportunity to bring my music-industry knowledge, organizational skills, and commitment to artist discovery to Live Nation. Thank you for your time and consideration. I look forward to the opportunity to discuss how my experience and perspective could contribute to your team.

Sincerely,

Jorde D. Jones