

Elliott Cornelious, MBA

Business Operations | Broadway Producer | Project Management | Entertainment Leadership

📍 New York City, NY | ✉ sebocllc@gmail.com

PROFESSIONAL SUMMARY

MBA-credentialed business operations, executive administration, and entertainment professional with experience alongside senior leadership in global financial services and high-profile Broadway and live entertainment productions. Two-time Tony Award®-nominated producer with expertise in project management, fundraising, investor relations, budgeting, stakeholder engagement, and cross-functional operations. Combines corporate business acumen with entrepreneurial and creative leadership in fast-paced, high-profile environments.

AREAS OF EXPERTISE

Business Operations & Strategy | Project Management | Executive Administration | Financial & Budget Management
Strategic Planning | Investor Relations & Fundraising | Stakeholder Relations | Contract & Vendor Management
Cross-Functional Leadership | Complex Calendar & Travel Management | Event & Production Management | Process Improvement

PROFESSIONAL EXPERIENCE

Executive/Administrative Assistant – NYC & San Francisco Offices **Blackstone | May 2025 – December 2026**

- Provided high-level executive administration and operational coordination for Senior Managing Directors, Principals, Global Heads, and senior leadership across multiple Blackstone businesses and functions.
- Managed complex, high-volume calendars, domestic and international travel, meetings, expenses, and rapidly shifting priorities across multiple executives and time zones.
- Developed an extended administrative partnership with **Victoria Chant, Senior Managing Director** and Global Head, coordinating executive priorities, scheduling, travel, communications, and business-critical logistics.
- Provided ongoing administrative coverage to four Principals within BXCI/IABC, coordinating priorities and maintaining continuity across a fast-paced, high-performance environment.
- Coordinated onboarding, procurement, team events, meeting logistics, expense management, and other operational initiatives while partnering cross-functionally across the organization.

Founder & Lead Managing Member / Lead Producer **HITCity Concert Series | May 2024 – Present**

- Founded and lead the business. Operational strategy for a live entertainment venture, overseeing financial planning, budgeting, capitalization, investor relations, business development, marketing, and production operations.
- Raised and managed six-figure capital from private investors, overseeing investor relations, ownership records, financial coordination, and capital deployment.
- Lead strategic planning and business development, identifying opportunities across theatrical presenters, performing arts venues, corporate events, touring, sponsorships, partnerships, and other revenue channels.
- Recruit and manage creative, production, administrative, and business teams, establishing project priorities, timelines, deliverables, budgets, and accountability across multiple workstreams.
- Oversee contracts, vendor relationships, production expenditures, payroll coordination, and operational logistics while balancing creative objectives with financial and organizational priorities.

Co-Producer

Magic Mike Live – NYC | 2026 – Present

- Co-Producer for the New York City production of the internationally established *Magic Mike Live* entertainment brand, contributing to the launch and commercial development of its NYC engagement.
- Raised \$300,000+ in investment capital to date, cultivating investor relationships and contributing to the production's capitalization and commercial launch.

BROADWAY & THEATRICAL PRODUCING

Lead Producer | **Chicken & Biscuits – Broadway** | 2020–2021

- Served as **Lead Producer** on the Broadway production, sharing responsibility with the lead producing team for the approximately **\$5 million capitalization**, production strategy, investor relations, marketing, and commercial operations.

Co-Producer | **The Who's Tommy – Broadway Revival** | 2024

- **Raised \$500,000 in investment capital**, cultivating investor relationships and contributing to the capitalization of the Tony Award® nominated Broadway production.

Co-Producer | **New York, New York – Broadway** | 2023

- **Raised \$250,000 in investment capital** while managing investor relationships and contributing to the capitalization and commercial development of the Tony Award®-nominated production.

Co-Producer | **Spamalot – Broadway Revival** | 2023–2024

- Participated as part of a producing group, contributing to capitalization, investor engagement, and the commercial Broadway production.

Co-Producer | **Little Girl Blue – Off-Broadway** | 2022

- Participated as part of a producing group, contributing to capitalization, investor engagement, and the commercial Broadway production.

Recruitment Associate | **Debevoise & Plimpton LLP** | April 2022 – September 2022

- Coordinated recruiting, candidate scheduling, interviews, onboarding, and communications within a fast-paced global law firm environment, partnering with attorneys, candidates, and internal stakeholders throughout the recruitment process.
- Supported diversity recruiting initiatives, professional events, and candidate engagement programs, managing logistics, communications, scheduling, and related administrative processes.

EDUCATION & CERTIFICATIONS

Master of Business Administration (MBA)

Bay Path University | 2026

Graduate Certificate in Management

Bay Path University | 2026

Bachelor of Fine Arts (BFA), Theatre Arts – Performance

Point Park University

TECHNICAL & BUSINESS SYSTEMS

Microsoft 365: Excel, PowerPoint, Word, Outlook, Teams

Business Systems: EAS (Invoice Management), Concur, Coupa, Expense & Financial Tracking

Travel & Logistics: AMEX GBT, Domestic & International Travel Coordination

Data & Analytics: Tableau, Data Analysis & Reporting

Digital & AI Tools: Generative AI, AI-Assisted Research & Workflow Optimization

Collaboration: Zoom

AWARDS & PROFESSIONAL AFFILIATIONS

Two-Time Tony Award®-Nominated Producer — The Who's Tommy (Broadway Revival); New York, New York (Broadway)

Original Broadway Cast Member — Beautiful: The Carole King Musical, featured on the GRAMMY® Award-winning Original Broadway Cast Recording