

## **PROFILE**

A flexible, self-motivated individual who strives to achieve the highest standards in all work tasks. Has a range of experience in performance arts and social settings where she has taken on a wide range of roles and achieved goals.

## **WORK HISTORY**

### **SALES AND MARKETING**

**JANUARY 2008 - ongoing**

#### *Fool's Paradise*

- Respond to and follow up sales enquiries
- Plan and prioritise personal sales activities and customer relationships
- Maintain an in-depth knowledge of street performance in order to understand requirements and to advise on suitability
- Develop existing and new customers

### **FREELANCE PROJECT MANAGER**

**OCTOBER 2007 – ongoing**

#### *ISAN and Circelation*

Project Manager for To Boldly Go... ISAN Conference, 28th and 29<sup>th</sup> November 2007. Project Coordinator for the Circelation 3 week Laboratory programme in March and April 2008.

### **COMPANY ADMINISTRATOR**

**JULY 2005 – SEPTEMBER 2007**

#### *Remarkable Productions*

##### Office

- Full day to day administrative support
- Co-ordinate appointments and meetings with external organisations and individuals
- Maintain and up-date diaries
- Make all necessary travel and visit arrangements; book tickets and accommodation, set itineraries.

##### IT:

- Network administration
- Liaison with third-party IT engineers

##### Procurement:

- All office equipment/stationery/IT hard/software

##### Finance:

- Invoice processing
- Maintaining cashbooks and efficient financial controls
- Dialogue with accountants
- Payroll

Remarkable Productions has a number of clients who I also support as part of my role. The key clients are listed below.

#### Independent Street Arts Network

- Day to day administration for 70 plus members
- E-bulletins for members and Events Listings for a wider audience
- Co-ordinate and minute Executive meetings
- Maintaining cashbooks
- Dialogue with accountants while completing audited accounts
- Selling ISAN publications
- Development of a new website with designers
- Delivering a number of conferences and seminars throughout the year

#### Nutkhut

- Project Management for Bollywood Steps 2007 & Tour administration for Bollywood Steps 2006
- Payroll
- Maintaining cashbooks and MYOB accounts

#### London Mela

- Administrative support
- Site office support

### **OFFICE MANAGER**

**MARCH 2005 – JULY 2005**

#### *Cardboard Citizens Theatre Company*

##### IT:

- Network administration
- Daily back-ups/restoring files
- Liaison with third-party IT engineers
- Troubleshooting hardware/software problems
- Help desk/training for local/remote users

Finance:

- Invoice processing

While continuing to act as:

**PA TO THE EXECUTIVE AND ARTISTIC DIRECTORS** **AUGUST 2003 – MARCH 2005**  
**PROJECT MANAGEMENT PROFESSIONAL TRAINING - THEATRE OF THE OPPRESSED**  
**ACTING PROJECT ASSISTANT TO PROJECT MANAGEMENT TOURING THEATRE / PARTICIPATORY**  
**WORKSHOP PROGRAMME**

*Cardboard Citizens Theatre Company*

PA:

- Full administrative support service to the Executive and Artistic Directors
- Co-ordinate appointments and meetings with staff, Chair, Board members and with external organisations and individuals
- Make all necessary travel and visit arrangements; book tickets and accommodation, suggest itineraries.

Project Management:

- Manage and develop a professional development training programme in Forum Theatre etc. for 80 plus people per year

Project Support:

- Venue booking for national arts centre and schools tours
- Accommodation booking for tours

Additional:

- Developing and delivering in-house training programme for arts admin/project management training for long term unemployed people.

**ADMIN ASSISTANT**

**SEPTEMBER 2002 – JUNE 2003**

*Cardboard Citizens Theatre Company*

**SENIOR AGENT**

**SEPTEMBER 2001 – SEPTEMBER 2002**

*Ticketmaster UK Ltd*

**CALL CENTRE OPERATOR**

**JULY 2000 - AUGUST 2001**

*Ticketmaster UK Ltd*

**FREELANCE STAGE MANAGER AND TECHNICAL MANAGER**

**JULY 1997 - OCTOBER 1999**

*Plunge! Productions, Amy Roadstone Productions, Kosova Aid, Helena Goldwater, London based performance artist and National Theatre, London*

Various short -term contracts

**EDUCATION:**

**SOUTH BANK UNIVERSITY**

**1999 - 2002**

BA (Hons) Arts Management (2:1 degree)

Subjects studied: Performing and Events Management, Cultural Policy, Fundraising, Accounting, New Media, Theatre Management, Curating.

**NORTH TYNESIDE COLLEGE**

**1995 – 1997**

B-TEC National Diploma in Performing Arts – 10 Distinctions, 12 Merits, 5 Passes

**TRAINING DURING EMPLOYMENT:**

**Education**

City & Guilds 7302: Introduction to Delivering Learning

**2005**

**IT training**

NVQ/ SVQ in Using Information Technology Level 2

**1999**

Next Steps in IT (Vision 2 Learn, Online Learning)

**2005**