

PROJECT EXPERIENCE:**CAST MOVEMENT / SCHEDULER | EXPO 2020 DUBAI | Feb - May 2020**

FiveCurrents | Dubai, United Arab Emirates

Current Project postponed to 2021 due to COVID-19 pandemic.

SCHEDULE & SHOW LOGISTICS MANAGER | 30TH SOUTH EAST ASIA GAMES 2019 | Oct - Dec 2019

FiveCurrents | Manila, Quezon City, New Clark City | Philippines

- Managed back of house Cast movements, calling HLT & Cast performers to deliver artists to their performance space, making sure all movements run to time as per show flow. Managed the Rehearsal Schedule, maintaining requests, keeping track of logistical details & communicating regular updates to all functional departments.

BOH STAGE MANAGER | INSPIRATION ROAD 89TH SAUDI ARABIA NATIONAL DAY | Sep – Oct 2019

Balich Worldwide Shows | Riyadh, Kingdom of Saudi Arabia

- Managed all back of house Cast movements to deliver Cast to their show performance space. Worked closely with the Casting & Operations Department with preparing BOH holding areas for all performers and as a liaison to Casting for providing general updates for rehearsals, quick changes & backstage requirements.

FOH OPERATIONS MANAGER | LAMBETH COUNTRY SHOW | Jul 2019

Loudsound | London, England

- Worked with the site team to respond to any maintenance or operational/production related requests, overseeing 3 festival zones: Eco Village, The Farm & Flower Show, liaising with Stewards, Council event staff to coordinate and manage attendee volume of capacity, flow & queuing systems.

EXTERNAL COORDINATOR | ALL POINTS EAST FESTIVAL | Jun 2019

AEG Presents | London, England

- Assisted the External Operations Manager with making sure all infrastructure was in place for ingress and egress of festival attendees. Making sure all stewards are in position and engaged in their role and overseeing flow of crowd management.

ASSISTANT STAGE MANAGER | WIMBLEDON REMATCH 1980 | Jun 2019

Rematch STM LTD | London, England

- Reported to Production Stage Manager, working closely with all technical and production departments, liaising with the props department for sourcing and repairing upkeep of performers props. Documenting entrances, exits and cueing performers in specific scenes.

STAGE MANAGER | SAFARI IN THE CITY GALA | May 2019

Zoological Society of London | London, England

- Worked closely with the Technical team, stage managed the Gala stage and cueing guest speakers. Assisted the Event Manager with general event delivery on the day & set-up.

CAST MANAGER | ICC CRICKET WORLD CUP 2019 OPENING PARTY | Feb – May 2019

Ear to the Ground | London, England

- Recruited and managed the welfare of the Volunteer Cast performers to participate in the launch of the ICC Cricket World Cup Opening Party hosted on The Mall. Set-up an online recruitment/data capture system & application documentation.

STAGE MANAGER | ST MORITZ PROJECT | Feb 2019

Fisher Production | St Moritz, Switzerland

- Worked on a 3-day private event across two venues to support front of house with the run of show, my main responsibility in particular being the liaison between the client, production and MC for regular voice of God announcements.

EVENT/OPERATIONS MANAGER | WINTERVILLE | Dec 2018

Loudsound | London, England

- Liaised with the Operations team and overseen the run of show of two corporate private event functions hosted in the Spiegel tent venue as per the client's brief.

EVENTS DUTY MANAGER | QUEEN ELIZABETH OLYMPIC PARK | Oct 2018

London Legacy Development Corporation | London, England

- Worked alongside the QEOP Event Team to venue manage on the park grounds with Erdinger Oktoberfest 2018 Event Organisers. My role involved liaising with the Event Organiser, assurance of Health & Safety, Licencing and welfare measures were adhered.

TECHNICAL ADMINISTRATOR | 18TH ASIAN GAMES JAKARTA-PALEMBANG 2018 CEREMONIES | Feb-Sep 2018

FiveCurrents | Jakarta, Indonesia

- Worked within the Technical Department responsible for scenic, staging, lighting, audio & venues for the Asian Games. Assisted the Technical Producer, tracking payments, procurement & milestones, NDA's, approvals, supporting Production Managers with day to day admin requests such as timesheets, compiling procurement packs, logging petty cash, liaising with local & international contractors.

ASSISTANT ACCREDITATION MANAGER | 5TH ASIAN INDOOR & MARTIAL ARTS 2017 GAMES | Jun-Oct 2017

Gourmet Sports Hospitality | Ashgabat, Turkmenistan

- Worked alongside the Accreditation Manager to ensure all 1800 participants had the appropriate accreditation and venue access requirements to undertake their role across 17 venues. Responsible for visa application data collection & compiling workforce transport departure schedule.

EVENT ASSISTANT | SCOTTISH ALBUM OF THE YEAR AWARDS 2017 | Jun 2017

In Good Company Events | Paisley, Scotland

- Worked directly with the Event Organiser to support manage and deliver the Award Ceremony to celebrate Scottish music talent. Coordinated event suppliers & venue set-up.

PROFILE:

A multi-skilled events professional with a wide range of experience working across operational and creative areas such as event production, operations, stage management and casting, working in cultural & commercial sectors, operating within local & international events, with considerable experience in the planning & delivery of special live events involving professional/volunteer performers & workforce.

A highly competent, capable and efficient individual, confident working in a fast paced, hands-on environment, enjoys challenges and flexible to handle varied roles.

OTHER PROJECTS:

- **2019:** TEDx Glasgow, Barrhead Rainbow Run & Outspoken Jazz Paisley
- **2018:** Winterville, Quarriers Noel Lunch & Coca-Cola Christmas Truck
- **2017:** Quarriers Noel Lunch, Glasgow Mela & Barrhead Rainbow Run
- **2016:** Glasgow Style Mile Shopping Festival
- **2015:** Glasgow Story Fest & Pan American Opening Ceremony
- **2013:** Jump Dance & Great Scottish Run Glasgow
- **2011:** YROCK Music, Wildhorse's Festival & Glasgow Example Tour
- **2010:** Mary Mass Festival, BBC Good Food Show, Vitality Festival, The Main Event, Merchant City Festival, Style Mile Festival, Children in Need & Casa
- **2009:** T in the Park, Take That, ACDC, The Eagles, Buy a Brick Campaign, Children 1st, Child Line & Save The Children Fund South Africa
- **2008:** World Pipe Band Championship, Cycle Glasgow & Cancer Research

TELEVISION & CREATIVE PROJECTS:

- Runner | BBC Drama One of Us (2015)
- VT Appearance | Marque Creative, Delhi
- Flag Handover (2010)
- Commercial Role | Aquafresh (2000)

COMPUTER SKILLS:

Strong working knowledge of Microsoft Excel, Word, PowerPoint, Outlook, Google docs, Apple OSX & Social Media platforms.

CERTIFICATES & TRAINING:

- Crowd Management (2020)
- BSL Diploma (2020)
- Covid-19 Essentials Infection Prevention & PPE (2020)
- Covid-19 Awareness (2020)
- Safe Set Covid-19 (2020)
- Public Health Preparedness for Mass Gathering Events (2020)
- Mental Health Awareness (2020)
- Action Counters Terrorism (2020)
- Environmental Awareness (2020)
- Standard Precautions: Waste Management (2020)
- MIG Welding for Artists (2018)
- IOSH Managing Safely Certificate (2018)
- Introduction to Prop Making (2018)
- Forklift Driver Certificate (2017- 2020)
- Hit The Ground Running – 2 Day Runner Course (2014)

ACADEMIC QUALIFICATIONS:

- Upper Second-Class BA (Hons) Degree Entertainment & Events Management Glasgow Caledonian University (2007 - 2010)
- Higher National Diploma Hospitality Management Glasgow Metropolitan College (2005 - 2007)

EVENTS DUTY MANAGER | QUEEN ELIZABETH OLYMPIC PARK | Apr–Jun 2017

London Legacy Development Corporation | London, England

- Worked alongside the Events Team to venue manage a wide range of summer programmed events, such as mass participation sporting events, theatre, arts and Shell Make the Future Festival Eco-Marathon. Coordinated unit-base locations & film/photography shoots within the park grounds.

PURCHASE CONTROLLER & FLEET MANAGEMENT | HILLINGTON BUSINESS PARK | Feb–Apr 2017

Optimal FM | Glasgow, Scotland

- Managed hire purchase for on-going Company Projects by sourcing plant/machinery and material/consumables. Responsible for fleet management of Company vehicles by collating records & tracking vehicles are safe to meet legal standards.

HEAD OF CASTING | ABU DHABI UAE 45TH NATIONAL DAY CELEBRATION 2016 | Sep–Dec 2016

Balich Worldwide Shows | Abu Dhabi, United Arab Emirates

- Managed a Casting department of 11 & 30 Show Support team members, overseeing the recruitment of 2200 Cast and military. Responsible for organising auditions, communicating cast calls and liaising with supervisors & leaders of organisations participating in National day.

EVENTS DUTY MANAGER | QUEEN ELIZABETH OLYMPIC PARK | Jun 2016

London Legacy Development Corporation | London, England

- Worked closely with the Events Team to venue manage a wide programme of events in Queen Elizabeth Olympic Park, such as mass participation events, Shell Make the Future Festival eco-marathon and film/photography shoot. Assisting Event Managers to host & evaluate a successful programme of events.

PARADE CAST COORDINATOR | THE PATRON LUNCH COMPANY 2016 | Jun 2016

The Patron Lunch Company 2016 | London, England

- Responsible for coordinating an allocated group of 300 parade performers and mascots to ensure the parade was conducted in a safe and efficient way, marching to specified timings, liaising with event organisations & charities involved.

ARTIST LIAISON | SCOTTISH ALBUM OF THE YEAR AWARDS 2016 | Jun 2016

In Good Company Events | Paisley, Scotland

- Worked directly with the Event Organiser to support manage and deliver the Award Ceremony to celebrate the Scottish Album of the Year 2016. Liaising with artists, sound engineers & Stage Management for sound checks, preparing artists for changeovers making sure their performance runs to time.

HEAD OF VOLUNTEER CASTING | KYNREN - AN EPIC TALE OF ENGLAND 2016 | Feb–May 2016

Eleven Arches | Bishop Auckland, England

- Managed the Volunteer and Casting department, coordinated 500 Cast & 500 Workforce Volunteers. Responsible for compiling a master rehearsal/training schedule for all Volunteers. Scheduled and distributed rehearsal/performance timings & to cast & volunteers. Inducted Volunteer chaperones to support Eleven Arches and managed team leaders by providing duties & on the job training.

SENIOR CAST COORDINATOR | ABU DHABI UAE 44TH NATIONAL DAY CELEBRATION | Oct–Dec 2015

FiveCurrents | Abu Dhabi, United Arab Emirates

- Worked alongside a National and International Casting Team to deliver the 44th UAE National Day. Managed specific Cast groups, coordinating 287 traditional Origins cast & 186 People of the Nation cast while meeting the creative needs of the staging and choreography team & liaising with cultural supervisors & leaders.

CAST MANAGER | TORONTO 2015 PAN AMERICAN CLOSING CEREMONY & PARAPAN CEREMONIES | Feb–Aug 2015

B5C FiveCurrents | Toronto, Canada

- Managed and recruited Volunteer & professional performers to participate in the Opening & Closing Ceremonies of Toronto 2015 Pan & Parapan American Games. Responsible for managing specialised cultural performers, protocol Volunteers, Children's Choir and Pro-dancers while working directly with the Creative Team & Producers. Managed show support Volunteers by providing duties & on the job training through developing fast sufficient registration system for 1500 Volunteers/Performers.

CAST COORDINATOR | GLASGOW COMMONWEALTH GAMES, OPENING & CLOSING CEREMONIES | Mar–Aug 2014

Jack Morton Worldwide | Glasgow, Scotland

- Worked alongside the Creative Teams to cast featured and professional performers across the Opening Ceremony: responsible for the Cast coordination of pre-show buskers & Clanadonia, The Head of Commonwealth segment performers with the entrance of Her Majesty the Queen, The Pipes & Drums of the Scottish Regiments 40pax, Braemar Highland Games 120pax. Including the Closing Ceremony: Responsible for the performers of the Thank You parade; 220 City workers, including 20 City Council Vehicles, 250 the Royal Edinburgh Military Tattoo Pipe & Drum National & International performers.

CREATIVE CAST COORDINATOR | WINTER OLYMPIC GAMES SOCHI 2014, OPENING & CLOSING CEREMONIES | May 2013–Feb 2014

FiveCurrents | Sochi, Moscow & Krasnodar, Russia

- Worked closely with ceremonies divisions and two Creative Teams to deliver the Winter Olympic Opening & Closing ceremonies. Opening Ceremony: overseeing 400 mass cast volunteer performers, 50 youth gymnastics, 50 circus performers all within The Medieval segment and Closing Ceremony: overseeing 2500 children volunteer performers. Liaised with Ceremonies divisions & CSA to deliver a safe environment for performers, ensuring the safety of performers with scenery and props.

ASSISTANT STAGE MANAGER | PARALYMPIC CLOSING CEREMONY | Sep 2012

London 2012 Ceremonies Ltd | London, England

- Assisted the Stage Management team to ensure the smooth running of performances during rehearsals and during the Paralympic Closing Ceremony. Supported to volunteer Cast movement, peal-outs & stacking of performers. Assisted with pre-set and striking of props and scenery of segments & keeping elements in their correct position.

SCHOOLS CAST COORDINATOR | OLYMPIC & PARALYMPIC CEREMONIES | Apr–Aug 2012

London 2012 Ceremonies Ltd | London, England

- Worked closely with the Cast Manager, Casting Department and Volunteers for the Opening and closing Ceremonies for the Olympic and Paralympic Games. Liaised with participating Schools and Colleges supervisors. The Schools team coordinated 1000 children Cast Volunteers. Compiled and distributed chaperone communication packs, liaising & inducting chaperones of their role to support to L2012 Ceremonies. Led on ensuring practical support to Cast Volunteers with physical and sensory disabilities, providing mobility access & guidance affecting disabled Cast Volunteers.

INTERNSHIP – VOLUNTEER CAST COORDINATOR | DELHI 2010 FLAG HANDOVER PROJECT | May–Oct 2010

Glasgow 2014 Commonwealth Games, Glasgow Life | Glasgow, Scotland & Delhi, India

- Assisted the Casting Team, Project Director and wider Project Team in the development and delivery of the Delhi 2010 Flag Handover Ceremony. Led on one-to-one orientation Volunteer interviews. Supported to coordinate 369 Cast Volunteers, accommodating to their needs & safety. Coordinated 65x Cast Volunteers for flight transfers from Glasgow, London to Delhi.

[References available on request](#)