

**PROJECT EXPERIENCE:**

**ASSISTANT CREW LOGISTICS MANAGER & WELLBEING | NOOR RIYADH 2023 ART FESTIVAL | July – Dec 2023**

Filmmaster MEA | Riyadh Saudi Arabia  
2IC of Head of Crew Logistics, managed onboarding Inductions, office set-up, updating Company SharePoint Website, created a Workforce Wellbeing Programme: team activities, outings & charity engagement, set-up of support services such as Mental Health First Aid and had Oversight on Fleet Transport.

**FREELANCE EVENT MANAGER - LIONEL RICHIE / NILE RODGERS | SUMMER SESSIONS 2023 | July 2023**

LS Events | Romsey, England  
Liaised F&B vendors, event control for event delivery for management flow & queuing systems & worked closely with Site team for build/de-rig & coordinated with Traffic management & security for site and festival access/security provisions.

**INFO VOLUNTEER MANAGER PRE-PLANNING LEAD SCREEN SITES | THE KINGS CORONATION | April– May 2023**

Identity Global | London, England  
Overseen the pre-planning, management & delivery of the volunteer organisations for screen sites, with their public facing roles across three parks to assist with wayfinding, event information, supplier assistance with the Felix Project, Accessible Events & TLC Welfare. Worked closely with info Managers, Operations Leads and Screen Site Producer to aim to produce their site-specific needs.

**PROJECT DIRECTOR | THE ROAD TO COP28 UAE | Feb – Mar 2023**

BE. An Experiential Agency | Dubai, United Arab Emirates  
Overseen the planning, management & delivery of the event site production & activations working close with the Client to produce their vision and requirements.

**PROPS MANAGER | NATIONAL DAY 51 | Sep – Oct 2022**

People Creative | Abu Dhabi, United Arab Emirates  
Supported the Props Head of Department with set-up, procurement tracker and critical path scheduling during the pre-rehearsals period Only.

**OPERATIONS MANAGER – ACCREDITATION | COMMONWEALTH GAMES, CEREMONIES | Jan – Aug 2022**

Birmingham Ceremonies Ltd | Birmingham, England  
Overseen the management of Ceremonies accreditation for staff, contractors, volunteers and cast members, including liaison with the OC accreditation functional area. Interface with the OC Accreditation and other stakeholders on the development of pre-Games, Games-time, day-of-show accreditation, and supplementary access devices.

**LOGISTIC FOH MANAGER | PRIVATE EVENT | Dec 2021**

People Creative | Abu Dhabi, United Arab Emirates  
Front of house guest services, facilitate logistic support for arrival and departures & compiled a master movements tracker.

**TECHNICAL FLOOR MANAGER | COP26 2021 UN CLIMATE CHANGE CONFERENCE | Oct 2021 – Nov 2021**

Identity | Glasgow, Scotland  
Facilitate technical & production support for speakers/delegates across meeting rooms, checking equipment is ready, liaising with UNFCCC conference assistants. Assist with technical rehearsals, managing supplier relationships, providing regular schedule updates & Stage Managed for plenaries.

**CAST MOVEMENT / SHOW SCHEDULER | EXPO 2020 DUBAI | Feb 2021 – Oct 2021 & Feb- May 20202 (Project was postponed)**

FiveCurrents | Dubai, United Arab Emirates  
Manage Master Production Schedule, Rehearsal Weekly Schedule, Run of Show Updates and Call BOH Cast Movements, implementing all Planning & Delivery documentation to support this function.

**SCHEDULE & SHOW LOGISTICS MANAGER | 30TH SOUTHEAST 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 89<sup>TH</sup> SAUDI ARABIA NATIONAL DAY | Sep – Oct 2019**

Balich Worldwide Shows | Riyadh, Kingdom of Saudi Arabia  
Managed all back of house Cast movements. 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 & BS 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 three festival zones: Eco Village, The Farm & Flower Show, liaising with Stewards, Council event staff to coordinate and manage attendee capacity volumes, flow & queuing systems.

**EXTERNAL COORDINATOR | ALL POINTS EAST FESTIVAL | Jun 2019**

AEG Presents | London, England  
Assisted the External Operations Manager with ensuring 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 crowd management flow.

**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.

**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.

**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, with considerable experience in the planning & delivery of special live events.

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

**ADDITIONAL:**

Volunteering with a dog Rescue to support with the socialisation, walking & rehoming strays & relinquished dogs.

**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:**

- Mental Health First Aider (2023)
- Project Management (2021)
- Resilience Training. (2021)
- Crowd Management (2020)
- Covid-19 Essentials Infection Prevention & PPE, 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)
- 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)

**References available on request.**

**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 the front of house with the run of show. My main responsibility was 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 adhered.

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

FiveCurrents | Jakarta, Indonesia

Worked within the Technical Department, assisted the Technical Producer, tracking payments, procurement & milestones, approvals, supporting PMs with day-to-day requests such as timesheets, compiling procurement packs, petty cash, liaising with sub-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.

**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 safely and efficiently, 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.

**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 & PARA PAN 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.

#### **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 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

Liaised with participating Schools and Colleges supervisors. The schools team coordinated 1000 children Cast Volunteers. Compiled and distributed chaperone communication 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 Handover Ceremony. Supported to coordinate 369 Cast Volunteers, accommodating to their needs & safety. Coordinated 65x Cast Volunteers for flight transfers from Glasgow, London to Delhi.

#### **OTHER PROJECTS:**

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

Experience from 2000 – 2010 involved working across various Hospitality establishments & live music promotion.