

Skills and Attributes

Through my project managing, film producing and curating experience I have developed excellent organisational abilities, attention to detail and faith in my own initiative. These skills were first learnt during my catering experience, which has also trained me to work well under pressure and to prioritize and manage my time efficiently. I have refined and strengthened my communication skills and this has equipped me to perform well either in a team or alone. I am computer literate and have been trained in the use of the ticketing and marketing programs PASS 2 and Databox.

I am methodical, resourceful, creative, co-operative, communicative and sociable.

Current Projects

April 05 - NOW Gallery Assistant Hotbath Gallery, Bath

- I work as a part time gallery assistant at the Hotbath Gallery.

April 05 - NOW Assistant to Lulu Quinn

- I work as an assistant to Lulu Quinn, an artist who works with sculpture, video and installation and who has produced numerous commissioned works for public spaces and galleries in the UK and internationally.

May 05- June 05 Creative Alternative Multi site art project in Bath and Radstock.

- I co-devised and am co-curating and project managing Creative Alternative for the Hotbath Gallery, Bath in connection with the Radstock Art Project, Radstock. 3 exhibitions across Bath and Radstock will promote creative alternatives to fine art and the accepted settings for it, by exploring artistic practices such as illustration, graphic, and digital art and through offering professional development workshops and artists talks aimed at GCSE and A Level Arts Students. Creative Alternative forms part of the Bath Fringe programme of events 2005.

April 05 Its all relative DLD College, London

- I curated a group show of work by artists from the same family, held in London in April.

Professional Experience

Curation

Dec 04 - Jan Sep04 Pause.....capturing the sublime Hotbath Gallery, Bath

- I co-devised and curated a mixed show of work selected for its concerns with the sublime. A purposefully diverse and challenging range of work was selected from a national call out.

Project Management / Consultancy Work

Dec 04 - Jan Sep04 WIFFLE (Walcot International Fringe Festival Literature Event) Bath Fringe Festival, Bath

- I prepared a proposal and funding application for a new literature festival for the Bath Fringe.

Sep 04 - 11th Sep04 Assistant Project Manager Bread and Games, Plant and Play Liverpool Biennial, Liverpool

- I was bought in to assist a new project manager during a last minute management change over 2 weeks before the project started. Due the emergency cover nature of the job, my role was very fluid and my responsibilities were those of the project manager who deputised various tasks to me.

Aug 03 – Sep 03 Course Co-Ordinator and Marketing Advisor Claveys Farm Specialist Art Courses, Frome

- I co-ordinated and scheduled a years programme of fresco and oil painting courses and designed promotional material and co-ordinated an advertising campaign. I also provided administrative support.

Sept 98 – June 99 Film Producer Six Foot High Films, Manchester

- I co developed and produced a short film set in the seventeenth century. I also co developed and wrote two other film treatments for Six Foot High Films.

Other Management Experience

- Nov 02 - Jan 03 Assistant Restaurant Manager Howard's Le Bouchon, Manchester
• I was responsible for setting and maintaining excellent customer service standards.
- July 02 - Oct 02 Assistant Restaurant Manager Kro 2 Bar and Restaurant, Manchester
• I devised and maintained restaurant procedures and staff training for new bar restaurant.
- May 01 - July 01 Assistant Front of House Manager Palace Theatre, Manchester
• I managed a staff of 16, ensuring efficient seating of the audience and sale of programmes, ice creams and drinks.
- July 98- Aug 98 Playscheme Manager Bath Area Play Project, Bath
• I supervised a team of three in co-ordinating a variety of play activities for children with special needs.

Other Professional Experience

I have also worked as a box office assistant for the Library Theatre in Manchester, as sale assistant for Monsoon also in Manchester and as a box office assistant and cinema usher for Cornerhouse in Manchester, all of which have provided me with excellent people skills. I also have over four years catering experience in London. I worked as a chef and café manager in a busy and popular café in Portobello Road, a private café in a recording studio in Whitechapel and as a chef in various private directors dining rooms all over London.

Education

- April 04 – Feb 05 City of Bath College Bath
BTEC Professional Development Certificate in Arts Management and Practice
The course covered areas such as arts marketing, funding, health and safety issues and curation strategies.
- Sept 99 - June 2000 Thameside College Ashton-under-Lyne, Manchester
H.N.D. Fine Art
The course enabled me to explore and develop my ideas and techniques as a visual artist.
- 1986 - 1992 Ralph Allen School Bath
G.C.S.E's 9 grades A to C including Maths and English.
A' Level Psychology Grade B

Voluntary Work

- Costuming, Scenery and Props Design and Construction, Marketing Manchester
The work was carried out on a voluntary basis for low budget professional theatre companies and amateur dramatic groups.
- Feb 95 - May 95 Association of the Physically Handicapped Bangalore, India
I spent three months in a small Indian school teaching art to children with special needs between 4 and 15 years of age. The trip was personally researched and financed and was not with a voluntary organisation. I also worked for a short time in for Urban Slum Outreach project affiliated with the school.
- July – Aug 90, 91,92 Bath Area Play Project Bath
I volunteered as a one-to-one playworker for children with special needs on summer holiday playschemes .

References

References are readily available on request.