

## employment history

### Executive and Senior Management

#### **Chief Executive**, The Play House, April 2006–April 2012 Also **Company Secretary**

*Working at The Play House, a Birmingham based educational theatre company & charity producing theatre-in-education and a variety of other educational & participatory drama projects for children, young people and their families. Find out more at [www.theplayhouse.org.uk](http://www.theplayhouse.org.uk).*

► **Strategic:**

- Led the company and answered directly to the board of the charity
- Developed relationships with strategic partners, funders and other stakeholders.
- The company remained an Investor in People and also attained the Social Enterprise Mark, the first theatre company outside of the capital and only the third in the country to do this.
- Graduate of the **Common Purpose Meridian** leadership course.

► **Project and programming:**

- Oversaw the production of typically 3 new tours, 7 retours and numerous projects reaching around 25,000 participants a year
- Created a programme with a variety of partners, collaborators, stakeholders and participants, addressing a wide range of gaps in artistic and educational provision with a range of communities and client groups
- Production managed & oversaw technical requirements of all tours, site-specific work and other projects.
- Significantly developed the company's IT infrastructure and online presence. Radically overhauled the company's project support into a comprehensive and interactive online learning resource.

► **Financial and funding:**

- Ran a company budget with £0.3 million annual turnover
- Significantly refocused the funding of The Play House in order to cope with shrinking funding and greater market opportunities, from over 67% of the company's income being derived from grants to 71% of the charity's income being derived from sales and commissions.
- Authored or co-authored successful grant or funding applications of around £0.75 million during tenure.
- Responsible for management of administrative and financial operations at The Play House. Duties include overseeing all facets of the organisations financial, legal and administrative responsibilities, including responsibility for fundraising, quotations, and client liaison

#### **General Manager**, The Play House, September 2004–April 2006 Also **Company Secretary**

*Responsible for management of administrative and financial operations at The Play House. Oversaw all facets of the organisations financial, legal and administrative responsibilities, including shared responsibility for fundraising, quotations and client liaison. Co-authored successful grant or funding applications of over £100,000 during his tenure. Oversaw the replacement & renewal of the company's IT infrastructure and introduced an online presence.*

#### **Trustee and director roles**

- **Elected Governor**, Members' Council, Royal Orthopaedic Hospital NHS Foundation Trust (2008-present)
- **Treasurer**, Friends of Cotteridge Park, (2010-present) *an unincorporated association in the process of becoming a registered charity, and responsible for a range of events including the annual CoCoMAD festival*
- **Director**, HamFisted! theatre company (2008-2010)

### Administration

#### **Company Administrator**, The Play House, September 2003 - August 2004

*Responsible for administration and finance at The Play House. Duties included using Sage Line 50 and Payroll to update and monitor budgets, process petty cash, orders and invoices, tour booking, minuting meetings, mail-merges from databases, day-to-day petty cash administration and reconciliation, IT, DTP of resource packs, and introduction of new procedures, support and training of staff in administrative and IT systems*

#### **Senior Clerk**, Disabled Children's Team, May 2002 - August 2003

*Responsible for administration work at Charles House and Edgewood Road, two homes for disabled children in Birmingham. Duties include using the council's citywide financial package to update and monitor budgets, process petty cash, orders and invoices.*

## Production and Stage Management

### **Production & Technical Manager, freelance**

*Freelance work as Production or Technical Manager on a variety of projects. Responsibilities included pre-production technical aspects of the shows, costings, budgets, petty cash, technical liaison with venues, supervision of LX and sound rig, propping and furnishing of production, supervision of fit-ups & and get-outs, LX & sound operation, technical liaison with venue and contractors, and health and safety.*

- ▶ **Theatre (site-specific)** included
  - *Oversaw all technical aspects of two major site-specific productions - of Macbeth and Hamlet - in a warehouse at the Mini Factory of BMW Group Plant Oxford. (Creation, Jan-Mar 2001 & Jan-Feb 2002), including temporary installation of seating, lighting & heating, and liaison with local authority and BMW.*
  - *Production managed the transformation of a space at Bicester Garrison into a large site-specific educational project (OTTC Mar-Jun 2011), including temporary installation of rigging, lighting, sound and physical transformation of the space.*
  - *Oversaw the technical production aspects and delivery of residential youth theatre course, presenting an open-air Grimm Tales outside Salisbury Cathedral.*
- ▶ **Theatre (touring, including non-theatre venues)** included
  - *Oversaw production and technical aspects of regional tour Tales of the Arabian Nights (OTTC Oct-Nov 2000)*
  - *Oversaw production and technical aspects of national community tour Fag Hag (Women & Theatre, Sep-Oct 2001)*
- ▶ **Conference, Event and Training**
  - *Technical Supervisor of all technical aspects of theatre-based learning organisation such as training projects, conferences, events and videos, including production and event management and onsite liaison with clients. Also later Freelance Production and Event Manager (AKT Productions, Jul 1997-May 1999)*
  - *Technical Stage Manager and on the book for Risky Business, a tobacco-awareness project to local community venues (Women & Theatre Mar-Apr 2002)*

### **Company & Stage Manager, freelance**

*Duties included budgeting, liaison between theatre departments, propping, crewing, care of the acting company, liaison with directors, designers & venues, overseeing of rehearsals and technical week, FoH & press liaison, petty cash. Additional HOD duties included supervising the stage management team as necessary and in certain cases overseeing outgoing tours.*

- ▶ **Theatre (touring, including non-theatre venues)** included
  - *Technical Stage Manager and on the book for Risky Business, a tobacco-awareness project to local community venues (Women & Theatre Mar-Apr 2002)*
  - *Company Stage Manager and on the book for three national tours to art centres, schools, community centres and village halls. (Oxfordshire Touring Theatre Company, Aug 1999 - Apr 2000)*
  - *Stage Manager and on the book for one-night-stand tour of You Are My Mother to art centres around the country. (Backchat Theatre Company, Apr - May 1999)*
  - *Company Stage Manager of one-night-stand community tours of Bonded & The Road to Hell to local theatre & non-theatre venues. (Birmingham Rep, Feb.- March 1997 and Sept.- Nov. 1997)*
  - *Company Stage Manager and on the book for No. 1/middle scale tour of Wind in the Willows. (Opening Night productions, April -June 1996)*
  - *Company Stage Manager. Responsible for taking Watermill production of Othello to Globe Theatre, Tokyo and MAI Theatre, Osaka (Japanese tour for Watermill Theatre, Dec 1995).*
- ▶ **Theatre (repertory & venues):**
  - *Stage Manager and on the book for The Firebird, the MAC's Christmas show & both King & City Child, community musicals. (Midlands Arts Centre, October - Dec 2001, Feb - Apr 2002 and Feb - Apr 2005 )*
  - *Company Stage Manager/Head of Department responsible for stage managing in-house productions and tours, youth theatre and incoming shows. (Watermill Theatre Newbury, May 1995 - April 1996).*
  - *Company Stage Manager/Head of Department responsible for stage managing the season of in-house productions, a TIE tour, and youth theatre. (Everyman Theatre Cheltenham, February - May 1995)*
  - *Stage Manager/Head of Department responsible for stage managing the season of four in-house productions, and one-night stands. (Redgrave Theatre, Farnham, July 1994 - January 1995)*
  - *Stage Manager/Head of Department responsible for stage managing a season including in-house productions, a youth festival and incoming tours, including work with the theatre's youth and education projects (Everyman Theatre Liverpool, Dec 1992 - May 1993)*

**Also a variety of Deputy and Assistant Stage Manager positions**

## education

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### Advanced Certificate in **Stage Management. Pass with Credit**

- ▶ **Welsh College of Music and Drama** September 1988 - July 1989  
*Practical stage management course covering elements of theatre lighting, sound, design, administration & stage management, and television production, including a short course at BBC Cymru Wales*

### BA (Hons) **Communication and Media Production. First class degree.**

- ▶ **Dorset Institute of Higher Education** September 1985 - July 1988  
*Major in Television Drama, Minor in Computer Graphics  
Course encompassed television, film and radio, including elements on editing, scripting, interviewing and directing, with assessment based heavily on completed practical projects and productions.*

## skills & competencies

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### Executive & strategic

- ▶ *As Chief executive gained considerable experience running a charity and a company, including visioning, developing long-term company plans, answering to a board, establishing relationships with strategic stakeholders, developing policies, procedures, bid-writing and fund-raising.*
- ▶ *Experience of governance gained through being part of the Members' Council at the Royal Orthopaedic Hospital, a Trustee at Friends of Cotteridge Park and Director of HamFisted! theatre company.*
- ▶ *Experience of developing, planning and implementing a complex and varied schedule of work with multiple partners and stakeholders*

### Management & Administration:

- ▶ *As Chief executive & General Manager responsible for all operational and financial aspects of the company's ambitious volume of work.*
- ▶ *As Chief executive, General Manager & Head of Department gained extensive experience of management of both in-house teams and organising freelance workers, and managing relationships within the team, with other departments, with other stakeholders and with visiting practitioners.*
- ▶ *Booking and administration of tours both while on the road and from base. Liaison with clients, members of the public, venues and other professionals, and troubleshooting both before the events and on site. Preparation of pre-show paperwork for venues, and keeping of production accounts.*

### Budgeting & Finance:

- ▶ *As Chief executive & General Manager responsible for running and annual budget of £0.3million, setting and achieving challenging fundraising targets, overseeing project budgets*
- ▶ *As Production Manager and Technical Supervisor responsible for assessing requirements of productions and department, and keeping required expenditure within allocated resources. Maintaining working accounts of expenditure both through petty cash and orders, including final reconciliation.*
- ▶ *As Production Manager & Administrative Officer responsible for reconciling invoices, advice notes and orders, and preparing accounts. Also as freelancer prepare own self-assessment accounts.*

### Production

- ▶ *As Chief executive, Production/stage Manager and volunteer at CoCoMAD responsible for liaising between artists, companies, staff and venues to ascertain and resource production & technical requirements*
- ▶ *As Chief executive & Production/stage manager responsible for overseeing technical aspects of all projects from pre-production to completion including, where required, supervising fit-ups and get-outs, technical operation and cueing of shows.*

### IT and Internet Experience:

- ▶ *Minor in Computer Graphics as part of BA (Hons) Communication and Media Production degree.*
- ▶ *Several freelance website commissions, including developing various initial options for site structure and a range of design and layout proposals, culminating in building and launching the sites.*
- ▶ *Experience with both **Mac & Windows** including **Word, Excel, Works, Filemaker Pro** databases, desk top publishing through **QuarkXpress & Adobe Pagemaker**, and a variety of CAD and graphics packages.*
- ▶ *Experience of HTML programming; authoring and operating sites through WordPress, GoogleSites and Blogger; working in social media environments such as Facebook, Twitter, YouTube, Flickr and LinkedIn.*

### Driving:

- ▶ **Full clean driving licence.**
- ▶ **Own vehicle.**
- ▶ *Experience of driving transit, long wheel base, 3 ½ and 7 ½ ton vehicles.*