

Emmy Rose

emmy_rose@hotmail.co.uk | 07708822306 | Based in London & Lancashire

Theatre Producer with experience in Learning & Development and Workshop Facilitation who has worked on London Fringe and touring the regions. My aim is to broaden these skills and create accessible work to inspire first time theatre goers and connect with non-theatre communities.

Strengths

- Organisation and ability to prioritise, delegate and manage time effectively
 - Communication and presentation skills, ability to adapt style to fit the recipient
 - Proactive, efficient and works at pace
 - Competent with Microsoft Word, PowerPoint and Excel
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Freelance Producing Credits

THE PRODUCTION EXCHANGE | OCT 2015 – PRESENT

Please visit www.theproductionexchange.com for more details

TPE is a charity that provides mentorship for early career practitioners; they also produce Merely Theatre's annual UK tour.

PRODUCER

2017 UK TOUR: JANE AUSTEN'S *EMMA* ADAPTED BY TIM LUSCOMBE

- Casting followed by creation and negotiation of actor contracts
- Lead contact for Marketing and Production Teams
- Management of budget and project finances
- Negotiation of venue contracts

PRODUCER & TOUR BOOKER

2017 UK TOUR: *ROMEO & JULIET* AND *TWELFTH NIGHT*

- Design and distribution of Merely Theatre's 2017 Tour Pack to a large number of regional touring venues
- Negotiation and securing of financial deals with venues
- Design of a bespoke Education Package which covers Key Stage 2/3, Key Stage 4/5, Youth Theatre groups and supporting materials for Teachers
- Completed a successful Arts Council England bid (Grant for the Arts £15,000 and under)
- *For all additional responsibilities please see the 2016 UK Tour below*

ASSOCIATE PRODUCER

2016 UK TOUR: *A MIDSUMMER NIGHT'S DREAM* AND *HENRY V*

- The tour visited 20 venues across the UK including Wakefield Theatre Royal and King's Theatre, Edinburgh
- Completed a successful Arts Council England bid (Grant for the Arts £15,000 and under)
- Created and distributed a Marketing Pack which included: Press Release, Mail Out, Images, Interview, Box Office Info, Cast List, Brochure Copy, Production Shots, Quotes & Reviews
- Liaised with the venues via phone, face to face & email and main contact on behalf of TPE and Merely Theatre
- Drove ticket sales through joint Marketing Strategy with venues and social media (secured coverage in The Stage, Independent, LondonTheatre1 and radio interviews including BBC Radio Lincolnshire and Cambridge FM)
- Managed all deadlines using the critical path and effective communication with creative and production teams
- Managed the tour budget and sign off on all expenditure
- Ensured all decisions were commercially viable leading to a balanced budget and successful financial return
- Managed the logistics of travel, accommodation, get in and get out at each venue
- Created contracts for the acting company and creatives hired by The Production Exchange
- Designed and delivered workshops for young people in conjunction with the productions

MERELY THEATRE | OCT 2015 – PRESENT

Please visit www.merelytheatre.co.uk for more details

PRODUCER

THEATRE N16: MUCH ADO ABOUT NOTHING

- Negotiation of terms and deal with the venue
- Creation of marketing materials and lead on marketing and social media strategy

PRODUCER

OPEN HOUSE FESTIVAL, BANGOR: A MIDSUMMER NIGHT'S DREAM

- Negotiated terms and deal with the venue
- Managed budget and handled all payments
- Created and delivered a joint marketing strategy with the festival team

PRODUCER

SOUTHWARK PLAYHOUSE: HENRY V

- Negotiated the transfer of the show into a new venue with new marketing materials and campaign
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Other Experience

TOPSHOP TOPMAN | JUNE 2012-NOV 2016

TEAM LEADER (PART TIME) | DEC 2015 – NOV 2016

- Specialised in development, people management and HR
- Drove the development and engagement of a retail team of 90+ Sales Advisors
- Evaluated and innovated risk areas within current processes
- Completion of Arcadia HR Toolkit Training
- Work in a fast paced environment, adapting to change and delegating where appropriate or necessary

LEARNING AND DEVELOPMENT ADVISOR | DEC 2014 – DEC 2015

- Workshop design and delivery (e.g. Conflict Resolution, Recruitment, GREAT Service)
- Took an active part in regional and national meetings including delivery of presentations where relevant
- On the design team for the new 'Team Leader Development Offer' (identify strength and development areas of the previous offer and create new tools including a 'Team Leader Induction' and 'Development Evaluation')
- Created a 12month strategy for the Team Leader population at a Regional level
- Delivered Basic Till Training and Advanced Till Training workshops to Sales Advisors
- Created ad hoc training solutions and support events

TEAM TRAINER | OCT 2013 – DEC 2014

- Managed the Recruitment and Induction of all new Sales Advisors
- Planned and delivered all Assessment Centers and providing feedback for unsuccessful candidates
- Planned and delivered the Induction and Till Training for all new starters including HR requirements such as Right to Work, References, Bank Details, Equal Opportunities Monitoring Form and Pre Employment Health Questionnaire

SALES ADVISOR | JUNE 2012 – OCT 2013

- Winner of the Regional 'Customer Connect Award' for Topman 2013
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Education

STAGE ONE: NEW PRODUCERS 2016

2:1 BA HONS IN PERFORMANCE: ACTING | 2009-2012 | MOUNTVIEW ACADEMY OF THEATRE ARTS

ARNOLD SCHOOL | 1994-2009

THIS CV DOES NOT INCLUDE PERFORMANCE CREDITS