



# Rebecca Curtis

Production & Technical Services

22a Langton Court Road

St Annes

0778 6734 128

[rebecca@bexcurtis.com](mailto:rebecca@bexcurtis.com)

Bristol

BS4 4EH

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Goal driven, hard-working team player, with diverse knowledge of all aspects of the industry. Proven track record of production and event management, as well as business development through organisational and operational management. Effective presentation skills and the ability to converse with a vast range of people. Strong administrative abilities and an eye for logistical organisation. Capable problem solver and strategic thinker.

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## PROFESSIONAL EXPERIENCE

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**SLX Limited:** *Commercial Operations Manager:* 2019 to Present

**BES Systems Ltd:** *Production & General Manager:* 2015 to 2019

Responsible for daily operational management. Creating and implementing procedure. Overseeing all company health and safety policies. Hire, sales and installations account handler. Commercial development, HR management and financial controller.

- Simultaneously managed multiple client accounts, establishing reoccurring client relationships with a high degree of efficiency
- Developed a growing portfolio of projects, increasing company turnover and elevating customer expectation using the ability to identify commercial opportunities
- Regulated and updated financial systems including managing suppliers, payroll, invoicing and implementation of the pension roll out
- Formed new operational structures in staffing, transport and warehouse areas
- Administered and implemented procedure, enhancing efficiency and profitability
- Restructured company health and safety policies introducing the CDM Regulations 2015, updated working practises and overhauled documentation
- Led the successful relocation of the business into dual sites, and developed new logistical strategies for the change in daily management

### Enlightened Lighting

**Assistant General Manager:** 2014 to 2015

- Provided administrative and clerical support, including facilitating interdepartmental communication, managing schedules and maintaining digital filing systems
- Drafted and conveyed competitive analysis project across all aspects of the business
- Onsite Customer and Crew Management

**Education Specialist:** 2013 to 2014

- Successfully oversaw the business development within the Education sector including, working with outside marketers to produce new brochures and related materials
- Co-ordinated the design and delivery of workshops and training sessions

**Account Handler and Onsite Technician:** 2012 to 2013

- Managed telephone interaction with clients and actively maintained product knowledge to support customers
- Handled, prioritised, and problem solved multiple tasks connected to multiple projects at one time

**The Students' Union at UWE:** *Freshers Event Manager & Consultant* 2004 to Present

- Established the country's largest Freshers Fair with over 250 exhibitions, 13,000 attendees, arena spaces, stages and performance areas
- Designed bespoke events in multiple temporary structures for multiple stakeholders
- Ensured timely completion of project delivery within the financial limits
- Produced Health & Safety and Event Management documentation
- Worked closely with stakeholders to form strategic partnerships and turn them into individual clients
- Coordinated all infrastructure, temporary or fixed including technical elements
- Built a team of staff including Freelancers, CEOs', Directors, Senior Managers and Support Staff whilst increasing production values and driving project delivery
- Fostered and developed the role from Events' Coordinator by rigging, organising and operating Balls, Fairs and Week Events to offering consultancy advice

**RC Productions:** *Project, Production & Technical Manager* 2000 to Present

Clients Included: Lonetwin, Theatre Royal Bath, Derek Lee Lighting, Theatek, Invisible Circus, Enlightened Lighting, The Big Act, Circomedia, Merriman Theatre Group, Theatre Orchard



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- Solid track record of successfully leading projects from initiation to completion, error-free, on-time and on-budget
- Work with the producer and Project Management team to understand and help manage creative resources across departments
- Strong interpersonal skills and ability to lead teams in high-pressure situations
- Developed and evolve production plans and timelines
- Assistant and Production Manager experience for a wide variety of projects
- Competent Company and Stage Manager showcasing leadership qualities
- Created and managed project-related documents for simple to medium-complexity projects
- Ability to work within sliding scale budgets and understand Arts Council Funded projects
- Extensive UK, European and USA touring

## Filton High School: *Performing Arts Technician*

1998 to 2002

- General maintenance of all equipment
- Working with allocated budgets
- Assisting with the setup of all performing arts activities,
- Supporting technician on Germany Tour
- Teaching of theatre technical elements during performance sessions

## FUNCTIONAL EXPERIENCE

- **Resident Production Manager:** Merriman Theatre Group: Professional support, including, but not limited to, production management, set, sound & lighting design, delivering four shows per year across multiple age ranges (2008 to Present)
- **Health & Safety Advisor:** The Students' Union @ UWE, Wemo Theatre Company & King PA: Assistance with risk assessments, working practises, venue details, technical specifications and tour planning (2004 to present)
- **Production and Tour Manager:** The Catastrophe Trilogy, Lone Twin Theatre, UK and European Tour: Role includes venue and company liaison, planning and completing relighting, on tour decision making, working within the tour budget (2010 to 2015)
- **Production Manager:** Nine Years, Lone Twin, Washington DC USA: International liaison, dealing with technical specification (2010)
- **Assistant Production Manager:** Blake / DisGo, Derek Lee Lighting, Darkin Ensemble, UK Tour / Italy (2012)
- **Lighting Design:** The Festival, Lone Twin Theatre. Directed by Gary Winters & Gregg Whelen, premiered at The London Barbican (2010)
- **Lighting and Sound Technician:** Daniel Hit By A Train, Lone Twin Theatre, Oslo, Lille and Milan: Role includes working in traverse, relighting where necessary, dance floor management and lighting and sound operation (2008)
- **Regular Casual Resident Technician:** Theatre Royal Bath, Main House, Ustinov Theatre & The egg: Working across all three spaces, getting shows in and out, often involved solo work in the studios. Part of the team who opened the egg and assisted with the refurbishment of the Ustinov (2004 to 2015)
- **Production and Technical Workshop Leader:** Theatre Royal Bath. Role included composing and delivering structured sessions of learning (2009 to 2010)

## EDUCATION & COURSES

April 2019:	Leadership & Management Skills (CPD Certified) Effective Leadership (CPD Certified) Mental Health Awareness (CPD Certified)
2006 – 2008:	Bristol Old Vic Theatre School, Postgraduate Diploma in Professional Stage Management: Distinction
2001 – 2006:	UWE Bristol, BA Law (Hons), Elective Modules Include: Entertainment and Media Law, Contract Law, Employment Law
1998 – 2001:	Filton High School Sixth Form: A-Level English, History and Sociology: As-Level German
1993 – 1998:	Filton High School: 12 GCSE's A to C Grade: English, Maths, Science