

Julie Guerrin

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I am a highly motivated individual, with 10 rewarding years of experience in Arts and Events Management. I am extremely hard working and reliable and have honed excellent communication skills throughout my working career. I thrive under pressure and have solid organisational and administrative skills. Proactive, creative and personable, I can prioritise a heavy and diverse workload and work to tight deadlines and have a strong attention to detail. I have a passion for delivering outstanding service and a proven track record working for highly successful projects. Flexible and versatile, I am always keen to develop my skills and enjoy meeting new challenges.

- Proficiency in MS Office, knowledge of other programmes such as Photoshop and File Maker Pro, as well as interest and faculty to learn new ones promptly. Proficiency on Mac and Windows OS.
- Over 10 years experience within Arts and Events Management
- Fluent in speaking both French (Native) and English, intermediate Spanish
- Clean driving Licence and access to own vehicle

SKILLS & ACHIEVEMENTS

Planning & Organisational skills

- Planning, scheduling and coordinating tours, festivals and events worldwide
- Managing finances and logistics throughout production process, successfully keeping projects on schedule and on budget
- Detailed logistical management (schedules, contracts, budgets, payments, travel, accommodation, ground transport, supplies, visa applications, insurance)
- Implementing and managing the production of merchandise and marketing documents

Financial and administrative management

- General Management of a company (bookkeeping, liaising with accountants, the bank, the insurance broker, legal and financial management)
- Executive assistant to a Director (managing diary and emails, screening phone calls as well as general support)
- Negotiating contracts and supplier, managing production budgets (£2,000 to £200,000).
- Responsible for the effective and efficient organisation of the office operations, implementing procedures and resources

Communication

- Regularly communicating in English and French (occasionally Spanish)
- Excellent verbal and written communication skills, maintaining clear communication channels in order to ensure repeat business
- Dealing with a wide range of stakeholders (artists, promoters, partners, clients and suppliers), interpreting and translating the needs of each (including VIPs)
- Responding to any last minute changes or sensitive situations in a timely manner

People management

- Recruiting and supervising freelance staff and interns
- Managing an onsite team as well as in the build-up of an event
- Looking after artists, as well as customers, listening, understanding and solving all kind of issues
- Working effectively in a team, communicating information at all levels

WORK HISTORY

Mar – Oct 2013 Peter Gabriel Ltd, Wiltshire – Freelance VIP Fans representative

I am in charge of creating a bespoke VIP experience for 1,200 Peter Gabriel's fans during his European tour this autumn (regular privileged communication with the fans, creation of exclusive merchandise items, organisation of pre-show hospitality, personal assistance during the event).

Apr 2008 – Aug 2013 WOMAD Ltd, Wiltshire - Freelance Artist & Event Manager

The world's festival company. Organises music festivals around the world

I have worked on 15 WOMAD festivals over the last 5 years, in the UK, the UAE and Spain and have been the main point of contact for up to 1,000 artists at any one time. My role is to manage the detailed logistical planning of the event on the artistic side before, during and after the event, and to ensure a successful experience for the artists, agents and managers.

Oct – Dec 2012 EPN, Bristol - Freelance European Programmes Co-ordinator

French company, operating within the field of European Mobility and Exchange Schemes that opened a sister company in the UK.

In the framework of Mobility programmes funded by the EU, I arranged internships in the UK for French candidates.

Aug 2010 – Jul 2012 Peter Gabriel Ltd, Wiltshire - Freelance Orchestra Manager

Iconic British musician and producer touring with a classical orchestra

I was the Tour Manager of the orchestra for Peter Gabriel shows in Europe, the USA and South America and was in charge of the operational management and the welfare of a classical ensemble of 50 people.

2008-2013 Other short term contracts as freelance

Assistant on corporate events, Production Assistant on The Memory Dealer interactive play at Mayfest, Tour Manager for Amon Tobin, Artist Liaison at Big Chill Festival, Green Man festival, Glastonbury...

2003- 2008 Vivement Ce Soir!, Paris - Production Co-ordinator, General manager & PA to the Director

Artist agency and concerts producer specialising in world music (250 concerts per year worldwide).

I had many responsibilities in this company. The main one being managing the company, (financially, legally and administratively) assisting the Director, together with supervising the tours and productions and ensuring the smooth running of the office.

2003 Asterios, Paris - Office Administrator / Production Assistant

Artist agency and a concerts promoter: General Administration and assistance on the tours and events.

2002 Lobster Films, Paris - Office Administrator / Production Assistant

Production company of TV programmes, documentaries and restoration of old movies : General Administration and assistance on TV programmes production.

EDUCATION & TRAINING

2007 Photoshop training - certificate (Paris City Council)

2005 Basic accountancy training - certificate (Paris City Council)

2000-2003 Maîtrise d'IUP (i.e. Master's degree) in Management of arts organisations and cultural events – with honors.

1998-2000 DEUG (two year university diploma) in Arts & Humanities – with honors

1998 Baccalaureate Literary (Arts option), with honors.

ADDITIONAL INFORMATION

I regularly practice yoga and swimming. I love making sculpture, pottery, photography and short videos. I spent a lot of time reading and cooking and have strong interest in Cinema, Performing and Visual Arts.