

Alexandra Milledge

New Forest Based | M: 07927784577 | alexrgmilledge@gmail.com

Five years experience in customer facing roles. Three years experience in administration, production and stage management positions in theatre but looking to gain more varied production experience.

Creative, adaptable and attentive to detail.

Skills

- ◆ Time Management
- ◆ Excellent Communication
- ◆ Waitressing and Cleaning
- ◆ Clean Drivers Licence
- ◆ Organisational Skills
- ◆ Microsoft/Adobe Products

Experience and Employment

07/2017 to 08/2017	Venue Supervisor — Greenside Venues, Edinburgh Fringe Festival, Scotland Two years as a volunteer previously
<ul style="list-style-type: none">• Supervising and coordinating volunteer FOH staff• Keeping venue to timed schedule• Problem solving box office and company queries	<ul style="list-style-type: none">• (As volunteer) Selling tickets through Box Office, serving behind pop-up bars, organising audience to correct venue space
10/2016 to 06/2017	Bar and Front of House Attendant — Really Useful Theatre Group, London Palladium
<ul style="list-style-type: none">• Providing bar service to audience members• Assisting with opening/closing and restocking bars	<ul style="list-style-type: none">• Guiding patrons to seats• Supporting colleagues in audience management
03/2017 to 04/2017	Production Assistant — Oily Cart Theatre Company, London
<ul style="list-style-type: none">• Assisting in costume and production workshops• Producing images for social media	<ul style="list-style-type: none">• Running errands and collecting deliveries• Helping to prepare set for touring
12/2016, 05/2016 to 07/2016	Admin Assistant — Berthon Boat Company, Lymington, Hampshire
<ul style="list-style-type: none">• Organising the office records of existing and new clients	<ul style="list-style-type: none">• Filing new invoices, job notes and client registrations
10/2016 to 12/2016	Stage Manager and Props Manager — St Michael's Players, Chiswick, London
<ul style="list-style-type: none">• Preparing rehearsal and performance space• Note taking, compiling production analysis and prompt sheets• Making costume items for characters	<ul style="list-style-type: none">• Pre-setting stage for opening of acts• Conducting set changes and curtain cues• Communicating effectively and efficiently with director and technical team
1/2016 — 03/2016	Production Assistant — Manhattanville College, New York, USA — <i>Twelfth Night</i>
<ul style="list-style-type: none">• Being on book as prompt for actors• Assisting the director in rehearsals	<ul style="list-style-type: none">• Assisting the stage managers• Assisting with props and costumes
10/2011 to 07/2012	Barista and Waitress — Maison Cuisine Coffee Shop and Delicatessen, Lymington
<ul style="list-style-type: none">• Making and serving high quality food and beverage	<ul style="list-style-type: none">• Selling and packaging deli foods• Keeping the café clean and tidy

Education and Training

University of Roehampton — BA Drama, Theatre and Performance <i>First Class Honours</i>	2014-2017
Study abroad, Spring Semester 2016 — Manhattanville College, New York, USA	
<ul style="list-style-type: none">• Full Clean Drivers Licence — 5 years• Carbon Literacy Training — Bafta albert consortium (May 2017)• Diploma in Graphic Design — CPD accredited	