

MADDY HUNTER

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EDUCATION & QUALIFICATIONS

Full clean UK Drivers Licence and own vehicle since: 2012

Arts Award Advisor: 2018

Awarded the 2017 HMUK Jazz Promoter Fellowship

University of Liverpool, UK class: 2:1 – Business and Music

WORK HISTORY, FREELANCE AND VOLUNTEERING

- November 2018 – present: **Executive Assistant at the Royal Northern College of Music.**
 - Assisting the Deputy Principal and the Director of Programmes, conducting directorate administration, raising purchase orders, minuting meetings.
- March 2017 – November 2019: **Programmes Coordinator (Previously Volunteer Coordinator and Programmes Assistant) – Manchester Jazz Festival**
 - Liaising between different departments, internally and externally to organise various programmes and talent development projects across the festival year including scouting venues, setting up locations, managing volunteers, budgets and arranging accommodation, transport and per diems for over 100 artists.
- November 2014 - 2018: Various Freelance positions: Assistant Promoter at **Everisland Presents**, Roundtable Coordinator at **Liverpool Sound City**, Founder at **Espresso Plus Acoustic**, Volunteer Coordinator at **Liverpool Psychedelic Festival**, Project Manager at **INTERCHANGE**, Logistics at **Oslo Jazz Festival**, Promoter at **Independent Venue Week** and Arts Award Coordinator at **Sound and Music.**
- September 2016 – March 2017: **Events Organiser – Trinity High School**
 - Organising the events within school, liaising between different departments and arranging facilities.
- July 2015 – 2017: **Band and Tour Manager – Mohawk Radio**
 - Coordinating band activities and arranging logistics including a US tour in 2016.
- July 2015 – March 2016: Sales Agent – **Ticketmaster**
 - Conducting the sale of tickets and dealing with customer service enquiries.

REFERENCES

- Steve Mead – Artistic Director at Manchester Jazz Festival - steve@manchesterjazz.com
- Mia Chambray – Mohawk Radio – miachambray@gmail.com