

Personal Statement

I am looking to utilise my transferable skill set within the TV & Film production industry after working in Events for the past ten years. I have recently completed a number of courses including:

- NFTS: Introduction to Production Management
- Coronavirus awareness on production course
- ScreenSkills: Skills to Screen

Throughout my previous work experience I have been a key team leader in a challenging environment, always maintaining a calm and considered approach. I am accustomed to working in a multi-faceted role within time - pressurised environments, managing several projects simultaneously. I'm well organised, reliable and hardworking while being enthusiastic with excellent attention to detail. I thrive on new challenges, enjoy meeting people and have excellent interpersonal skills and so joining the production team would be an ideal fit.

Employment History

Encore Media

Business Development Manager

March 2018 – October 2020

Business Development Manager for the AI & Big Data Expo Event. I joined Encore Media to increase sales and elevate the AI & Big Data Expo brand, the event was co-located with the IoT Expo event series and ran globally with events held in London, Amsterdam and North America.

- Organising and managing client's event experience across a global exhibition & conference series
- Increasing revenue and creating new business
- Maintaining and building client relationships
- Agreeing and negotiating contract terms and rates
- Liaising with the event team including - operations, accounts, marketing and conference to ensure clients needs and expectations are met
- Hosted pre event briefings to ensure all event collateral, health & safety and event scheduling was understood by team

Icetank Studios

Sales & Client Relationship Manager

May 2017 – November 2017

Sales & Client Relations Manager for a unique blank canvas event and studio shoot space in Covent Garden. I joined the team here to put systems into place and proactively increase the profile of the venue.

- Building upon the client database, targeting potential clients not yet aware of Ictank Studios
- Managing the high value accounts and clients to nurture the relationships for repeat business
- Enquiry and Diary Management - Developing and implementing sales & diary management systems for team to follow
- Negotiating hire fees with clients and commission with suppliers - developing and maintaining the relationships
- Invoicing and overseeing job related costs and where to generate further profit
- Actively reaching monthly sales targets
- Coordinating live events with key suppliers
- Developing, Producing and selling Hire Packages
- Managing the venues impact and image with local business's and residents

Location House

Sales & Business Development Manager

Dec 2015 – March 2017

Location House is one of London's leading Venue Representation Agencies with it's spaces being used for high profile filming and events. Clients include Warner Brothers, BBC, ITV, Nike, M&C Saatchi, Microsoft, The British Fashion Council, Alexander McQueen, British Land the M1 Group and Brockton Capital.

- Management of all incoming enquiries and systems, including briefs from a variety of large private and international corporate clients e.g. Amazon, New Balance, Warner Brothers, Samsung and Veuve Clicquot.
- Securing and managing accounts for placing new business into central, disused London locations with high-profile brands and shoots.
- Management of a team including clear and concise delegation of appropriate tasks.
- Generated in excess of one million pounds worth of business over the last 18 months through a combination of new business, recommendations through existing client relationships and repeat client bookings through pro active sales.
- Assist in the hiring of new team members, training and office management.
- Streamlining of the company's centralised database system: Document management & Implementing structured, working templates to ease internal & external communication
- Management of PR agreements during the contractual process including the negotiating & securing both online & print coverage with agencies and obtaining visuals for future marketing opportunities.

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- Sourced, evaluated, negotiated & managed suppliers, proprietors & production teams
- Negotiating contracts with suppliers and standardising costs and commissions

Events & Filming Coordinator
Location House

Sept 2011 – Nov 2015

- Project management & the co-ordination of all practical aspects of high-profile events including but not limited to H&S, security, catering, cleaning, internet, power distribution whilst managing key relationships within the industry.
- The main point of contact for clients from the initial point of enquiry through to deposit returns. The process includes site visits, negotiation of hire fees, overseeing contractual sign off, event production and the handover & return of locations.
- Management of client expectations with regards to budgets and cost association whilst understanding event / filming operations and additional requirements generating in additional income for the company.
- Being a position of authority with clients and maintaining key relationships; providing clear and direct instruction on what site considerations are needed pre, during and post event / filming bookings.
- Managing post-production process and overseeing subcontractors to ensure the buildings are maintained.
- Establishing all job costs and associated costs, producing invoices, PO's and Credit Notes for the accounts department to ensure accurate invoicing and income generation.

Other Experience

Range of hospitality roles including Costa Coffee and the Young's & Fuller's Pubs.

Skills

Full Clean UK Driving License
Microsoft Word, Outlook, Excel, PowerPoint, Google Docs
CMS

Academic Qualifications

2007 – 2010 – University of Brighton, BA (hons) Events Marketing

References available upon request.