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# JOSEPH TAYLOR

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## SUMMARY

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I am a dedicated and hard-working individual who is well organised, punctual and a proven fast learner. I have always had a strong interest and passion in all aspects of television and theatre production.

## PERSONAL STATEMENT

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ITV are to my mind an exciting company with a terrific range of high-quality programming and I would relish the chance to become a part of the successful team. The opportunity to develop my skills in scheduling, continuity and developing storylines is very appealing as it's an area that I have always observed when analysing how particular programmes are produced.

I am currently studying Law, Business and Accounting, these subjects will give me a broad understanding of any creative industry.

Specifically: how business operate, financial aspects and the importance of understanding legal requirements and the outcome for not adhering to such laws. I have also developed skills such as working with a high degree of accuracy and a good eye for detail, as well as managing my learning through online lessons to meet with Covid measures.

As you will see from my work history, I have built up a lot of work experience for someone my age and in particular in the creative industries. I have always put 100% into everything I do and have proved myself to be reliable, honest and hardworking.

I have been lucky enough to have had several work experience opportunities in theatre, including Stage management with the responsibility of calling the show and sound and lighting operation. This has also led to me having hands on experience in all technical aspects of a production including scheduling, budgeting and specific requirements of individuals.

During 2018/19 I was honoured to be made head boy at Saddleworth Secondary School. This role required great public speaking, organisation and excellent people skills, this also involved me organising events.

My work as head boy was recognised beyond the school and as such, I was awarded a 'Student of the Year' award from the Rotary Club of Oldham. This was in recognition for the work I did with the local community/ mentoring younger students and charity work.

## WORK HISTORY

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**Administration Assistant**, 09/2016 to Current

**Saddleworth Drama Centre** – Oldham

- Completed required paperwork and documents for the business.
- Welcomed students and parents in an upbeat and friendly manner, collected any relevant information from them before the lesson begins. Completing a range of different tasks including drafting and writing letters and file management all completed to the best of my ability.
- Answered customers questions, provided relative and knowledgeable information for the parents.
- Assisted in the teaching of the students who range from 4 to 14 making it clear that every student understood what they should be doing.
- Interacted and engaged with the students in polite and friendly way.

**Assisting stage management**

**Nottingham Playhouse**, several days over the last few years

- Assisting the stage mangers with the preparations and running of their annual professional pantomime

**Technical supervisor and design associate**

**Millgate Arts Centre, Delph**, 2018/19

- Technical supervisor/ schedule co-ordinator and design associate for two professional productions
- This gave me the opportunity to observe and collaborate with industry professionals

## **Stage Manager**

### **Oldham Coliseum Theatre**

- Several productions for Saddleworth Drama Centre, working with technical professionals. Duties included all scheduling aspects of rehearsals and performances

## **Waiter/Bar Staff**

### **Greenfield Cricket Club – Oldham**

- Problem solving and creativity along with good customer service skills.
- Delivered exceptional service by greeting and serving customers in a timely, friendly manner.
- Collected correct payment from customers.

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## SKILLS

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| • Full UK driving licence – Clean                          | • Organised                     |
| • Good knowledge of Microsoft Word, Excel, Publisher       | • Punctual                      |
| • Good knowledge of Google Docs, Sheets, Drive and Outlook | • Hard-Working                  |
| • Highly responsible and reliable                          | • Personable                    |
| • Upbeat, outgoing and positive                            | • Fast Learner                  |
| • Works well under pressure                                | • Motivated                     |
|  | • Excellent attention to detail |
|  | • Confident                     |

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## EDUCATION

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### **A-LEVEL's: 2021**

#### **Ashton Sixth Form College**

- 3 A-Levels in Business, Law and Accounting.
- Extended Project Qualification on Changes in Technology in Theatre

### **GCSE's: 2019**

#### **Saddleworth School**

- Achieved 10 GCSE's grade 9 – 4.

#### **Duke of Edinburgh**

- Bronze and Silver
- Gold – Hike pending due to Covid