

BRUCE KERR

PROFESSIONAL

Set Box Events – Set Builder - *September 2021 – January 2022*

- Constructing designs for event-based clients

Move On Recycling and Carpentry Workshop – Workshop Coordinator - *March 2021 – June 2021*

- Logistics for collection and delivery of products and resources
- Preparing products for sales
- Managing point of sales

Underbelly – Stage Manager - *July 2021 – September 2021*

- Managed 1000-seater venue and staff
- Managed stage production of Dinosaur World Live and Dead Ringers Live

Scene to Believe – Photography and Logistics Officer - *October 2020 – February 2021*

- Testing and programming technical equipment for photography sets.
- Providing technical support to set staff via phone, chat and email.
- Logistical support for set technical and merchandise requirements.
- On set experience taking photos and facilitating point of sale.

HelloFresh – Customer Experience Coordinator - *March 2020 – October 2020*

- Led team of 10 customer experience agents who handled customer complaints.
- Analysed team progress using data driven approach, setting targets and challenges for team and individuals.
- Handled escalated customer complaints with tactful communication and negotiation skills.
- Maintained good team morale and performance by creating excellent work environment, feedback and rewards.

FRINGE WORLD – Hub Producer - *September 2019 – March 2020*

- Head producer for Fringe Central Hub, FRINGE WORLD's regional tour, and the Artist and Staff Club
- Editor on the 2020 FRINGE WORLD show guide.
- Liaised with artists to arrange Visas, production requirements, sales strategy and financial settlement.
- Managed the Fringe Central site, ensuring the effective day to day running of the hub.
- Produced the Outer Fringe regional tour, coordinating all facets including booking artists, staff and equipment, liaising with venues, ticket sales, marketing campaign and budget management.
- Produced the Artists and Staff club, creating themed nights, booking performers and managing budget.

Home Timber and Hardware – Retail Supervisor (Required Rural Work for Australian Visa) - *April – September 2019*

- Supervised the Gardening Section at HTH.
- Managed small team ensuring staff were supported and sales targets were met.
- Trained new staff for retail services.

MICF - Street Team and Merchandise Coordinator - *March 2019 – April 2019*

- Member of promotional team for MICF's co-productions, engaging with thousands of members of the public to provide program information.
- Distributed promotional material around the Melbourne CBD.
- Coordinated Merchandise sales for Simon Amstell's 'What is this?' show
- Managed queues, cash and card sales, stock levels and liaised with venues team.

FRINGE WORLD – Artist Services - *February 2019 – March 2019*

- Coordinated distribution of FRINGE WORLD 'participant' passes to 2000+ performers and producers.
- Provided helpful advice and support to participants.

Garden of Unearthly Delights – Venue Manager - January 2019 – February 2019

- Managed 300-seater venue by coordinating queues, scanning tickets, seating patrons, and liaising with the tech staff, performers and public.
- Ensured safety and cleanliness of venue.
- Coordinated promotional material and merchandise sales for performers.

Underbelly – Project Coordinator - July 2017 – January 2018 / July 2018 – January 2019

- Project coordinator of ScotWord and ScotArt, two major initiatives of ‘Scotland’s Year of Young People’, engaging with over 3000 young people through over 100 workshops.
- Recruited, trained, and coordinated 30 youth ambassadors and artists.
- Organised and budgeted costs of extensive logistical requirements of project, working with venues, caterers, transport, and retailers to realise the ScotArt project £1000 under the budget.
- Exercised diplomacy and leadership skills to ensure productive collaboration between various parties.
- Created and managed relationships, networking and gaining support for the projects from all 32 Scottish local councils and various nationwide youth organisations, while maintaining excellent rapport with key funders and stakeholders at Event Scotland and Scottish Government.
- Meticulously compiled key data for reports and presentations and presented to young delegates as part of the Eurocities 2018 conference.
- Created captivating flyers, films, photos & social media content for promotional purposes.
- Quickly adapted and overcame obstacles to deliver project on time, within budget; hitting KPIs to the satisfaction of partners and funders.

Underbelly – Production Assistant - November – December 2017 / July – September 2018

- Booked performers for Edinburgh Torchlight Procession, arranged logistics for performers and coordinated parade schedule.
- Wrote scripts for Torchlight Procession presenters, including Forth One’s Mark Martin.
- Coordinated security schedules for Edinburgh’s Hogmanay Street Party
- Supported Underbelly’s 20 Edinburgh Fringe co-productions by sourcing props, assisting with set design, delivering equipment and attending to any request from the programming team.
- Organised and updated daily tasks schedule and distributed to programming team.
- Synchronised schedules for performers and promotional street teams.

South Shore YMCA – CIT Director - May – September 2013/14/15

- Director of Counsellor in Training programme at Camp Burgess and Hayward in Massachusetts, USA.
- Planned and coordinated the 8-week CIT programme, training and overseeing 120 participants throughout.
- Built an effective evaluation system for CITs to be monitored and given constructive feedback.
- Consulted and advised on staff recruitment and hiring.

EDUCATION

University of St Andrews - September 2012 – June 2017

- MA (Hons.) in International Relations: 2.1.
- STAR Radio Manager / Ski club Secretary / St Andrews Fellowship / Stand Columnist / FFALL Publicity Officer

Stewarts Melville College - September 2006 – June 2012

- Deputy Head of school housing / CCF Corporal / Charities Officer / Hockey 1st XI

VOLUNTARY

Star Radio – Station Manager - September 2015 – June 2016

- Elected Broadcasting Officer for 15/16, responsible for managing St Andrews Radio (STAR)
- Recruited, trained and managed a diverse committee of 15 students and led the team by ensuring excellent communication and collaboration were brought towards our goals.
- Planned and executed a yearlong strategy, overseeing refurbishment of studio, redesign of website, and launch of new live lounge events.