

DEANNA TURNBULL

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Profile

I am experienced in support and project coordination for events, media companies and corporate organisations. I am looking for a challenging and diverse role, particularly those with development opportunities.

Experience

Studio Runner, BBC Children's, Sep/Oct 2021/Jan 2022 (fixed contracts)

- Providing support to the Production and Art Departments where necessary
- Artist Liaison - coordinating refreshments and food, maintaining dressing rooms etc.
- Distributing scripts, maintaining the studio and green room to a high standard during filming

Project Manager, Rise-Women In Broadcast, Sep-Oct 2021 (fixed contract)

- Liaising with creative team and website design team to deliver a product to schedule and requirements

Artist Logistics Assistant, Parklife 2021 (event only)

- Managing complex, live schedules
- Facilitating the transport of Artists to site
- Communicating and coordinating with a team of drivers

Artist Liaison Assistant, Manchester International Festival 2021

May 2021 - Jul 2021 (fixed contract)

- Providing administrative and planning support for the department and deputy manager in particular (incl. finance)
- Booking travel, creating itineraries and updating databases with consistent accuracy
- Handling confidential artist and event information
- Assisting development of intranet for on-the-ground event staff

Stage Manager, Showmasters Events/Film & Comic Conventions 2021 (unpaid)

Event Team Lead 2019, Event Steward 2012 -2019

- Customer service and crowd management as steward
- Promoted to Team Lead and Stage Manager, where I:
- Managed guest schedules, and a team of volunteers & technical crew to deliver events on time.

Production Coordinator, Sharp Futures/BBC Digital Cities Virtual Nov 2020

Inside 45 - Livestream Event (unpaid)

- Maintaining team schedule and workflow (using Trello)
 - Monitoring all deadlines, communications and deliverables
 - Creating Social Media plan with Sharp Futures team
 - Technical lead for Zoom Webinar/Facebook Livestream
 - Executing the event live tweet
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Social Media & Communications Assistant Oct 2020 - Feb 2021

Placemaker - events & engagement officer Oct 2019 - Oct 2020, Manchester Life Management Ltd

- Creating lasting relationships with the local business community
- Curating and directing a full schedule of social events and fitness classes with 3rd party vendors
- Online and in-person event fundraising
- Promoting brand and properties across social media platforms
- Sourcing and creating content; graphic design, photography etc.

Creative Digital Media Freelancer, Sharp Futures POD 2019 - present

- Social media monitoring - TFGM Our Pass
- Live social media event posting, incl. photography - Sharp Futures (single day)
- Event runner - Sharp Discover educational tours
- Logger - BBC Watchdog (single day)

Social Media Project Manager 2014 - 2019 (unpaid/paid)

- Feature film crowd-fund promotion - Coldharbour Pictures
- Theatre promotion for ticket sales - BAPS Theatre, Rotten Park Road Productions
- Event promotion for ticket sales - MCR Film Industry Cooperative
- Creating original content - photography, graphic design etc.

Additional Skills

Mac/Word Processing & Spreadsheets

Microsoft Teams, Outlook & Sharepoint

Access Financial

Project Management Software - Trello, Microsoft Planner

Zoo Biology BSc(Hons) - incl. animal handling

Training

Regional HETV Production Secretary Training and Placement	ScreenSkills / The Call Sheet	2022
Emergency First Aid at Work	St John's Ambulance	Jan 2022
Fire Marshal	St John's Ambulance	Dec 2021
Coronavirus Basic Awareness	ScreenSkills	Sep 2021
Addressing Unconscious Bias	ScreenSkills	Feb 2021
Agile Foundation	LinkedIn Learning	Feb 2021
Digital Production Management	Sharp Futures	2020
TV and Film Production	Futureworks	2016

References can be provided upon request
