

Available Immediately

JAMIE-LEIGH MORGAN – PRODUCTION/LOCATIONS TRAINEE

(Cardiff/Bristol – Open to Relocate)

Email: jamieleighmorgan@icloud.com

Mobile: 07425724978

SUMMARY

I'm a new entrant hoping to progress into a production role with a focus on either Production Management, Locations or progression towards AD roles. I am highly organised, proactive and work well under pressure. I have excellent time-management skills with good attention to detail and the ability to manage conflicting priorities well. I work efficiently and enthusiastically, learning quickly. I would love to put these skills to use in a production environment.

WORK EXPERIENCE

Theatr Clwyd	Trainee Producer (Internship)	May 25 – Jul 25
Awen Cultural Trust	Venue Management Assistant (Internship)	Apr 25 – May 25
CURBSiDE FESTiVAL	Founder & Creative Producer (Project)	Sep 24 – Apr 25
Bath Spa University	Student Records Improvement Coordinator	Mar 24 – Sep 24
University of the West of England	Timetabling Officer (Temp)	Dec 23 – Feb 24
Bristol Beacon	Casual Steward	Oct 23 – Sep 24
Out of Hand	Campaign Executive	June 22 – Sep 23

QUALIFICATIONS

- **MA Arts Management**
Royal Welsh College of Music and Drama | 2025
- **BA (Hons) Drama Studies 2:1**
Bath Spa University | 2019

TRAINING COURSES

- **IOSH: Managing Safely**
RB Health & Safety | June 2025

KEY SKILLS

- Microsoft Office
- XLedger
- Artifax
- YesPlan
- Contract Creation
- Industry knowledge
- Logistics Management
- Report Generation
- Adaptability and Problem Solving
- Scheduling
- Time Management
- High-Level Communication
- Listening
- Tenacity
- Strong Work Ethic
- Team Working
- Negotiation
- Customer Service
- Conflict Resolution
- Initiative
- CPD
- Leadership
- Critical Thinking
- Planning
- Flexibility
- Keen to Learn