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Olivia Baker

Creative and detail-oriented Producer and Theatre-Maker with over 7 years of experience leading innovative projects across the UK. Proven ability to manage productions from conception to completion, with expertise in budgeting, scheduling, contract negotiation, and creative collaboration.

Key Skills

- Project Timeline Development and Tracking
- Budget Setting and Management
- Project Pitching and Stakeholder Communication
- Creative Development and Script Feedback
- Team Leadership and Collaboration

Selected Experience

Production Manager Shadowing Experience - *Changing Ends*, Baby Cow Productions (2025)

- Gained an understanding of the Production team, the roles within it and skills required for these jobs.
- Observed processes for clearance, TMO, budget handling, credit allocation and project planning.

Producer and Co-Creator - *Edie's House* (2020-Present)

- Co-developed the script for an original play, exploring themes of the care system, including care for the elderly and for children.
- Partnered with Age UK to deliver creative workshops for over-65s, using participants' lived experience to shape central characters and actively address loneliness through engagement.
- Successfully pitched the piece to The Cockpit Theatre, securing a rehearsed reading slot that facilitated constructive audience feedback and script refinement.
- Recruited a team of experienced creatives to support the project's ambitious scope, enhancing both production value and storytelling.

Producer and Co-Creator – *Horses & Detectives*, R&D at The Park Theatre (2024)

- Co-developed an original script through structured R&D sessions, culminating in a public sharing with targeted audience feedback.
- Successfully pitched to The Park Theatre, securing a collaborative partnership that included subsidised space and marketing support.
- Negotiated and managed contracts for actors, facilitators, and venue, ensuring smooth operations and legal compliance.
- Built and nurtured creative partnerships, bringing in specialist facilitators and expanding the project's professional network.
- Designed and oversaw the full project timeline and budget, delivering all milestones on schedule and within funding limits.

Producer – *There's a Dead Body in My Living Room*, *Bodies for Rent* at Vault Festival (2023)

- Oversaw the end-to-end production schedule, ensuring all deadlines were met in the lead-up to the show opening.
- Executed targeted marketing mail-outs, growing the show's audience and contributing to strong festival attendance.
- Administered contracts and completed risk assessments, ensuring compliance with festival requirements and safety standards.

Producer – *Faustine*, *Light at Midnight* Theatre at The Cockpit (2022–2023)

- Secured funding from Arts Council England, allowing collaboration with experienced artists and high production value.

- Managed a multi-phase budget, risk strategy, and contractual logistics from development through to performance.
- Acted as primary liaison with the theatre, securing rights for music licensing and coordinating technical and marketing needs.
- Provided developmental feedback on early script drafts, contributing to dramaturgical refinement and clarity of vision.

Producer and Co-Writer – *Chum-o-logues*, Southwark Playhouse (2022)

- Facilitated full cast coordination, managing schedules, rehearsal logistics, and communications for a 10-member ensemble.
- Successfully pitched the piece to Southwark Playhouse, resulting in a secured performance slot.
- Oversaw all legal and safety documentation, including insurance, contracts, and risk assessments.
- Collaborated on the writing and structural development of the piece, shaping content and thematic progression.

Producer and Co-Creator – *It's a Playception* at The Hope Theatre (2019)

- Secured venue and led contract negotiations, ensuring favourable terms for the production.
- Developed technical specifications for the script aligned with venue capabilities.
- Co-authored the script and managed production communications between cast, venue and technical staff.

Head Producer – STARCHEDtheatre (2017–2018)

- Pitched the company's original piece, securing an initial venue and successfully arranging a transfer.
- Negotiated contracts with multiple venues and managed cast fees and terms.
- Created rehearsal schedules and maintained clear communication with a 10-person cast.
- Led the devising process using historical research and improvisation techniques, shaping an original theatre piece from scratch.

Assistant Director & Event Host – *Scripts for Supper* (2018)

- Coordinated timing between kitchen staff and performers to ensure the immersive dining experience ran fluidly.
- Oversaw the transport and secure storage of key props, costumes, and culinary materials.
- Supported the wellbeing of performers by ensuring adequate breaks and warm-up time.

Education

East 15 Acting School – MA Acting (Distinction), 2016–2017

University of Bristol – BSc Physiological Science, 2011–2015

Wycombe Abbey School – A Levels: Biology (A*), Chemistry (A), English Literature (A), Maths AS (A)

Additional Qualifications

- ABRSM Singing Grade 8 (Distinction)
- First Aid Certificate (St John's Ambulance)
- Enhanced DBS Check

Testimonial

*I have worked with Olivia on a number of projects over the years within my company. Her professionalism, punctuality and dedication have always struck me. She is always willing to go above and beyond to deliver the highest possible standard of work, and to make herself flexible and amenable to those in the room. She is not only talented creatively, but is intelligent and articulate. As Assistant Director on *Scripts for Supper's Jekyll and Hyde* in November and December of 2018, Olivia was always on time, offered sage advice to me as a director and to the actors in the room. She kept very valuable lists, and everyone and everything in order. She took charge of situations when I was needed to deal with other things, and I trusted her implicitly.*

Annie McKenzie, Artistic Director and Founder of *Scripts for Supper*.