

# JADE HUDSON

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## SUMMARY

I am looking to take the next step in my developing and expanding creative career. While at the University of Exeter, I pursued a wide variety of opportunities alongside my degree. As a result, I became fully equipped with a range of skills that I have now been able to apply in the workplace. Since graduating, I have become a highly competent individual, who can confidently work well independently or as part of a team. As an active individual, I continue to develop my teamwork skills through both playing and competing in touch rugby. My outgoing, friendly and enthusiastic personality has allowed my passion for the community and theatre production to grow immensely. I am a hardworking, dependable person and would relish taking on any job role that you would consider appropriate.

## WORK HISTORY

### **Bar and Catering Assistant**

Oct 2024 - Present  
The Courtyard Theatre –  
Hereford

- Maintaining a clean, tidy bar and restaurant area, upholding company standards.
- Greeting customers in a professional manner, with warmth and enthusiasm.
- Gaining confidence working in all restaurant activities, including waiting, coffees and bar, making both alcoholic and non-alcoholic drinks.
- Gaining experience in waiting for private, formal events.

### **Holiday Camp Manager**

Jul 2021 – August 2025  
St Francis School – Pewsey,  
Wiltshire

- Planned and delivered structured sport, art and play activities for children aged 4 to 13, with varied abilities.
- Monitored and managed bookings from parents and guardians, providing daily feedback.
- Ensured safeguarding and health and safety standards were always upheld.
- Supplied and maintained camp inventory and resources.
- Encouraged campers to try new activities to increase confidence, creativity and skill building.
- Created an inclusive environment where all ages worked together, providing equal mentorship across all.

### **Production Designer (Voluntary Position)**

April 2025 – August 2025  
West Hampstead, London

- For the short series, titled 'The Fall of Orfeo'.
- Contacted and secured various locations for shoots.
- Booked and made a range of props, keeping to budget.
- Directed technical teams in positioning scenery and props.
- Responsible for the overall visual aesthetic of each scene.
- Collaborated closely with the director and director of photography to achieve a cohesive visual style.

### **Teaching Assistant**

Jan 2025 – July 2025  
Wigmore High School –  
Wigmore, Hereford

- Supported in a range of subject lessons, with all year groups from 7 to 11.
- Served as a one to one support during lessons, for pupils with various SEN needs.
- Planned and delivered individual one to one support lessons for a year 8 pupil with Down Syndrome.
- Helped pupils to stay focused and engaged, providing a healthy learning environment.

**Theatre Education Team  
Assistant**

Sept 2024 – July 2025  
The Courtyard Theatre –  
Hereford

- Observed pupils and monitored responses to learning activities, relaying findings to the teacher.
- Supported teachers with behaviour and classroom management.
- Qualified as an exam invigilator and invigilated a range of the 2025 Summer GCSE exams.

**Production Designer  
(Voluntary Position)**

Apr 2024 – July 2024  
Phoenix Studios – Exeter,  
Devon

- Delivered outreach Education Projects in various Primary Schools, including Shakespeare and poetry.
- Planned and lead weekly after school Drama Clubs for KS2 children in a range of Primary Schools, for the whole academic year.
- Supported Youth Theatre classes, for children aged between 4 and 16.
- Helped to create safe, positive and stimulating spaces, in which Youths could develop their social and theatrical skills.
- Encouraged creative expression and positive behaviour.

- For the short film, titled 'Bollocks'.
- Visited and booked various locations for shoots.
- Booked and made a range of props, keeping to budget.
- Directed technical teams in positioning scenery and props.
- Responsible for the overall visual aesthetic of each scene.
- Collaborated closely with the director and director of photography to achieve a cohesive visual style.

**Front of House**

Feb 2024 – July 2024  
Puerto Lounge – Exeter,  
Devon

- Maintained a clean, tidy bar and restaurant area, upholding company standards.
- Greeted customers in a professional manner, with warmth and enthusiasm.
- Gained experience in all restaurant activities, including waiting, coffees and bar, making both alcoholic and non-alcoholic drinks.

**Drama Workshop Facilitator  
(Voluntary Position)**

Feb 2024 - Apr 2024  
Exeter Gateway Centre –  
Exeter, Devon

- Implemented weekly drama workshops for 15 disabled adults.
- Supported participants with a range of disabilities, from neurodiverse to physical.
- Helped encourage their creative expression, in a stimulating environment.
- Incorporated their creative ideas into a final performance.

**Assistant Stage Manager  
(Voluntary Position)**

Nov 2023 - Jan 2024  
Exeter University Theatre  
Company – Exeter, Devon

- Responsible for all activity on Stage Left, across four performances in the Exeter Northcott Theatre.
- Helped with rigging technical equipment, whilst maintaining a safe environment.
- Assisted sourcing and making props to create visuals in line with the director's artistic expectations.
- Communicated clearly with colleagues at multiple levels.

**Drama Workshop Assistant  
(Voluntary Position)**

Oct 2023 - Dec 2023  
Magic Carpet Thurspians  
Group – Exeter, Devon

- Assisted weekly drama workshops and rehearsals for 10 disabled adults.
- Supported participants with a range of disabilities, from neurodiverse to physical.
- Helped increase their self-confidence through tailoring tasks that suited their passions and interests.
- Performed alongside them in their Christmas showcase.

**Producer****(Voluntary Position)**

Sep 2023 - Dec 2023

Student Written Theatre

Society Exeter University –

Exeter, Devon

- Supported and collaborated closely with the director, writer and other creatives.
- Consistently liaised between different creatives to maintain clear and prompt communications.
- Organised schedules and regular meetings for a smooth process.
- Adapted to changes in availability of personnel and resources, whilst resolving issues promptly to minimise disruptions.
- Ensured positive welfare of the cast and creative team, through a supportive environment and regular check in appointments.

**Youth Theatre Assistant****(Voluntary Position)**

Apr 2023 - Aug 2023

Northcott Young Company –

Exeter, Devon

- Supported youths aged 9 to 16 to explore their varying theatrical skills.
- Helped create a safe, positive and stimulating environment in which they could openly express themselves.
- Maintained the correct level of discipline and behaviour management techniques.
- Encouraged team work to ensure the final performance incorporated every individual's contributions.

**Social Secretary****(Voluntary Position)**

Sep 2022 - Jun 2023

University of Exeter Swimming

Club – Exeter, Devon

- Planned and lead weekly social events which averaged 80 students, at different venues.
- Maintained positive welfare amongst the members, through providing a range of appropriate activities, combining differing years of students.
- Coordinated formal dinners for over 100 students, from initial planning to successful completion.
- Managed budget efficiently by negotiating costs with suppliers.
- Delegated tasks to meet changing event demands, achieving agreed timings and logistics.

**Gap Assistant**

Sep 2020 - Jul 2021

St Francis School – Pewsey,

Wiltshire

- Assisted in all manner of lessons, working with children aged 4 to 13.
- Completed assigned work within deadlines and to the school's standards.
- Regularly attended school trips and sporting fixtures off site.
- Provided printing, photocopying and display board support to staff.
- Used problem-solving skills to resolve challenges and prioritise workload.
- Demonstrated adaptability by taking on ad-hoc tasks.
- Consistently adhered to the health and safety of all children and implemented school rules.
- Acted as a positive role model for children.

## EDUCATION

Sep 2021 - Jun 2024

**Bachelor of Arts:** Drama, First Class Honours  
University of Exeter | Exeter, Devon

Sep 2018 - Jul 2020

**A-Levels:** Drama (A), Geography (B), Psychology (B), Extended Project Qualification (A)  
Hereford Sixth Form College | Hereford, Herefordshire

Sep 2013 - Jul 2018

**GCSEs:** 10 GCSE's (7 - 4) including English Language (6), Maths (5)  
The Bishop Of Herefords Bluecoat School | Hereford, Herefordshire

## ADDITIONAL QUALIFICATIONS

- Pediatric First Aid Trained.
- JCQ Exam Invigilator.
- Gold Duke of Edinburgh Award.
- PADI Open Water Scuba Diver.