

KAI JOLLEY

Liverpool, UK | kaijolley@gmail.com | 07464 851 340 | [Liverpool Film Initiative](#)

PROFESSIONAL SUMMARY

Dynamic multimedia professional with experience spanning digital media, film production, technical support, and community leadership. Skilled in remote collaboration, project management, and creative storytelling with a growing expertise in AI engineering, data analysis, and automation. Proven ability to deliver high-impact projects that combine technology, creativity, and inclusivity, empowering diverse communities while driving measurable results.

KEY SKILLS

- Project & Team Management
- Digital Media Production (Film, Video, Photography, Graphics, Editing)
- Community Engagement & Support
- Social Media Strategy & Content Creation
- Technical Support & Data Management
- AI & Machine Learning (in progress)
- Remote Work & Collaboration Tools
- Problem-Solving & Adaptability

PROFESSIONAL EXPERIENCE

Multimedia Director / Founder – Liverpool Film Initiative | Liverpool, UK | Apr 2019 – Present

- Founded and scaled a community-focused creative organisation, managing financials, KPIs, and operations.
- Supervised production teams of 12+, delivering film and media projects from concept to distribution.
- Produced and edited original video content, increasing online visibility and community engagement.
- Built partnerships with creatives and local stakeholders, empowering underrepresented talent.

Digital Community Support Coordinator – MOWLL | Liverpool, UK | Jun 2021 – Jul 2025

- Delivered person-centered support to improve individual wellbeing, growth, and skill-building.
- Initiated and implemented new digital systems for scheduling, data management, and communications, improving efficiency and collaboration across the organisation.
- Designed creative briefs and produced graphics, videos, and campaigns to boost outreach. Implemented social media strategies that increased visibility and engagement.

Technical Support Officer – Liverpool City Council (Carrington West) | Liverpool, UK | May 2023 – May 2024

- Validated planning documentation via Tascomi, supporting accurate decision-making.
- Streamlined data input and management processes, improving efficiency across departments.
- Demonstrated adaptability by working productively in both office and remote environments.

Usher / Technician – Everyman & Playhouse Theatre | Liverpool, UK | Jul 2018 – Dec 2018

- Delivered front-of-house customer service, sales, and technical support for live productions.
- Assisted with set builds, stage prep, and backstage technical requirements.

Production Designer – Paul Bros, Rawky Films & Sutherland Films | Toronto, Canada | Nov 2017 – Jun 2018

- Led a 4-person art department, delivering high-quality design on limited budgets.
- Collaborated with clients to define and achieve creative vision.

Owner – Jesse's U R Maid | Winnipeg, Canada | May 2012 – Feb 2017

- Founded and managed cleaning services business, training staff and meeting KPIs.
- Implemented inventory systems and improved operational efficiency.

Resident Manager – Kay Four Properties | Winnipeg, Canada | Dec 2014 – Dec 2015

- Managed property operations, maintenance, and tenant satisfaction.
- Reduced vacancy rate by 12% through proactive property management.

EDUCATION

- AI Engineer Programme – Newto (Self-paced, in progress)
- Diploma, Film Production – Toronto Film School (2017)
- BA, Humanities – Providence University (2012)

AWARDS

- Best Production Design – Big Little Lights
- Distinction – SLASHED (Canada Shorts Film Festival)
- Best Romance Comedy – Coming Out (Last Frame Film Festival)
- Best LGBT Short – Coming Out (Direct Monthly Online Film Festival)