

# Lottie Powell

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<https://www.imdb.com/name/nm17037226/>

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## EXPERIENCE

### SEPTEMBER 2023 - CURRENT

#### **CUSTOMER EXPERIENCE TEAM MEMBER, ROYAL AND DERNGATE THEATRE, PART-TIME**

Responsible for delivering outstanding Front of House service including supporting meet and greets with the talent and any of their requirements whilst on site, communicating via radio to efficiently respond to any concerns and complaints, ticket scanning, bartending, admin, balancing cash floats and general housekeeping in a fast-paced, busy entertainment environment. Using Excel for monthly rotas and Slack for team messages. Using Tessitura for ticketing and customer bookings. Contributing creative ideas to the Front of House TikTok page @theatrefrontofhouse (130k+ followers).

### SEPTEMBER 2025 - OCTOBER 2025

#### **RECEPTIONIST/ADMINISTRATION ASSISTANT, COSWORTH ENGINEERING**

Temporary work covering the reception at Cosworth in Northampton. Involved greeting visitors in a helpful and friendly manner, using Microsoft applications to book pool cars, meeting rooms and transport for business trips, general filing, responsible for running the company's switchboard, responding to emails and responsible for sorting and directing the post to each relevant department. Ensuring the reception area remained tidy and presentable. Undertook health and safety training to be the Fire Warden in the event of an evacuation. General first point of call for all visitors and enquiries.

### JULY 2024

#### **PRODUCTION ASSISTANT, JAMES ACASTER'S 'HECKLERS WELCOME'**

Work opportunity with James Acaster's team and Turtle Canyon Media filming with live audiences for Sky and HBO networks as a Production Assistant/Runner. Undertook roles including administration, catering runs, helping with the cameras, lighting and ever-changing production needs, following call sheets, assisting the Director in 'Video Village' and other tasks required, communicating via radio to ensure the shoot was carried out successfully.

### SEPTEMBER 2023 - MAY 2024

#### **PLAY DIRECTOR**

Directed and produced an amateur play. Involved coordinating rehearsals, directing, producing, guiding actors, creating programmes, casting. On show nights, responsible for using the Jester zero88 12/24 lighting desk, following cue sheets, stage management.

### SEPTEMBER 2025 - CURRENT

#### **VOLUNTEER BEAVERS LEADER**

Helping to run the Beavers club every week, involves planning activities and helping the Beavers work towards their badges. Undertook safeguarding and health and safety training.

### JANUARY 2023 - CURRENT

#### **VOLUNTEER DOG WALKER, WELLIDOG DOG SHELTER**

Weekly dog walking on site and off site, involves training and exercising the dogs.

### DECEMBER 2022 – SEPTEMBER 2023

#### **VOLUNTEER, ROYAL AND DERNGATE THEATRE**

Volunteering involved greeting audience members in the auditorium and seating them efficiently before the show began, dealing with and escalating queries if necessary, selling programmes, handling cash. Offered the opportunity to transfer from volunteer to part-time staff in September 2023.

# QUALIFICATIONS

**SEPTEMBER 2023 – AUGUST 2025**

**A-LEVELS, WOLLASTON SCHOOL SIXTH FORM**

French (Grade A)

Drama (Grade B)

English Literature (Grade B)

**SEPTEMBER 2023 – AUGUST 2024**

**AS-LEVEL, WOLLASTON SCHOOL SIXTH FORM**

German (Grade C)

**SEPTEMBER 2018 - AUGUST 2023**

**GCSES, WOLLASTON SCHOOL**

10 GCSEs (Grades 9-6)

English Literature, English Language, French, German, Drama, Combined Science (2 GCSEs), Mathematics, Geography, Music

**2024 - FULL UK CLEAN DRIVING LICENCE AND OWN TRANSPORT**

**2025 - DBS CHECK**

**2025 - ACT e-LEARNING AWARD**

**2022, 2023, 2024, 2025 - DUKE OF EDINBURGH AWARD**

Awarded Bronze and Silver Awards, currently completing Gold Award

# INTERPERSONAL SKILLS

- Ability to prioritise actions accordingly
- Ability to work well in a team or individually showing initiative
- Work well in pressurised situations
- Proactive and eager to learn and develop
- Excellent verbal & written communicator at all levels
- Highly organised and reliable
- Conscientious & attention to detail
- IT competent

# HOBBIES/INTERESTS

Outside of the work environment, you might find me playing guitar, attending concerts and theatre and following motorsports, particularly Formula 1, regularly running in clubs and taking Pilates classes.

This CV may be kept on file and distributed for employment purposes.