

# Issy Balmforth (They/Them)

Events & Venue Manager - Stage Manager - Accessibility Team

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## PROFILE

Established non-binary events professional with 4+ years experience in venue management including 500 + capacity venues, events management and accessibility. Further experience specifically in larger scale live events such as Download Festival, Deershed and BBC Radio 1 Big Weekend with scope to expand my skills in venues and festivals.

## EXPERIENCE

### Howard Assembly Room, Leeds — *House and Events Manager*

JUNE 2025 - JANUARY 2026

- Managed all operations, staffing, stocking for The Howard Assembly Room( venue) and Kino (bar) as one of the higher authorities in HAR.
- Co-ordinated with H&S roles within the company to ensure events to the day to day running of the venue were safe and following all guidance given.
- Set KPIs and targets for the venue as well as creating and following the budgets and P&L.
- Oversaw bookings and calendar management, ensuring optimum use of available space and clear communication between departments.
- Acted as Duty Manager to cover daytime, evening and weekend events/performances
- Developed strategies for improving the customer journey such as incentives for feedback and work with the operations and box office teams to implement.

### Howard Assembly Room, Leeds — *Assistant House and Events Manager*

OCTOBER 2024 - JUNE 2025

- Oversaw and co-ordinated events within the venue, ensuring a safe and enjoyable experience for all staff and patrons.
- Lead and supervised the Front of House team, delegating roles effectively and addressing any queries to ensure smooth operations.
- Handled administrative responsibilities, including event bookings, preparing Duty Manager handovers, conducting risk assessments, and compiling detailed event reports.
- Supervised all bars and stock in the venue, ordering and pricing products.
- Lead on training for all FOH staff ensuring all of the team have the knowledge they need to effectively carry out their responsibilities. This included health and safety and specific food and beverage knowledge.

### Royal Ballet & Opera, ROH — *Engender Project Stage Management*

JAN 2025 - DEC 2025

- Assisted the stage manager in rehearsals for FAUST and VIPERS OF SICILY for RBO allowing for building of new skills.
- Shadowed different production meetings and rehearsals for both productions following the score and Stage Management.
- Organised 1-1 sessions where I built on my stage management skills, practicing calling the book alongside videos of productions.
- Observed and followed the book with the Deputy Stage Manager

## EDUCATION

**Festival and Event Crewing Short Course**  
Academy of Live Technology February 2026 - March 2026

**BA HONS Popular Music Degree**  
Leeds Conservatoire  
2019-2022

## SKILLS

- Stage management for a variety of events, ranging from intimate gigs to large-scale festivals.
- Direction and management of teams in both hospitality and live music environments,
- Strong problem-solving skills through effective troubleshooting during live events.
- High level of attention to detail to ensure the success of each event.
- Show budgeting
- Specific accessibility training and management on events.

## TRAINING / CERTIFICATES

**First Aid At Work expiry 2027**

**Emergency First Aid**

**Mental Health First Aid Awareness**

**Good Night Out Training**

**Bectu Creative Industries Health and Safety Passport**

**Counter Terrorism Training (ACT)**

**EPOS Systems AZTEC, SUM UP**

**Ticketing Systems e.g Spectrix, Eventbrite**

## **FREELANCE EXPERIENCE**

### **Far and Beyond, Freelance - Accessibility Team**

MAY 2025 - PRESENT

- Managed different teams of volunteers within the accessibility team at FAB for festivals such as Radio 1 Big Weekend in Liverpool and Download Festival to allow all attendees to enjoy the experience no matter their requirements.
- During Download Festival, oversaw the second biggest arena (district X) co-ordinating with the transport manager, welfare, security and the hospital. This was to get guests with access requirements across the festival, back to accommodation or help and advice.
- At Radio 1 Big Weekend Events, managed multiple stages and I am the main contact for members of the audience who have additional needs requests. This includes ensuring they have the right accreditation, they know where they can find everything and providing support and advice.

### **DeerShed Festival, Thirsk — Stage Manager**

JULY 2024 - PRESENT

- Stage managed the In The Dock Stage (1500 capacity) late night for the headliners and DJs from 8pm-4am this included keeping the acts and artists to time on their sets and having enough time to change the stages over.
- Assisted artists before and after their performance ensuring they had everything they needed so it ran smoothly
- Ensured both green rooms and provided riders for all artists, set up towels and drinks on stage.
- Prioritised the crowd safety / monitored crowd density in the tent and on the access platforms.
- Briefed security and volunteers working on the stage explaining the different emergency safety procedures
- Ensured all access customers on the platform were safe and enjoying their time at In The Dock.

### **Leeds 2023 City of Culture , Leeds — Freelance Promoter**

JANUARY 2023- DECEMBER 2023

- Organised different music events platforming queer artists that don't usually get the support of bigger culture trusts including Lambrini Girls, Dream Nails and Phoebe Hall, showcasing their music to new audiences.
- Organised and delivered a LGBTQIA+ Singer Songwriter event in Mill Hill Chapel and a Queer punk gig in The Wardrobe.
- Led a team of people managing different tasks including advancing technical requirements, running the events and the doors, collecting both card and cash payments and briefing staff and security in the venue.

### **Your Name Here Presents, Leeds — Founder / Project Manager**

EST 2022 - PRESENT

- Founded YNHP in 2022, as I felt there was an absence of Queer promoters and support for LGBTQ+ artists.
- Worked to advocate for Equality, Equity and Diversity in the music industry especially queer trans artists.
- Aim to expand across Yorkshire and the North West, working with grassroot venues and other promoters.
- Advanced, budgeted and booked all shows as well as ensure all artists are looked after and paid.
- Worked with different sizes of venues including The Brudenell, Belgrave Music Hall and Wharf Chambers.

### **Liverpool Sound City , Liverpool — Artist Liaison, Ticketing and Events Team**

MAY 2021 & MAY 2022

- Supported several different artists and panelists for both the festival and the conference.
- Booked accommodation, gave directions and recommendations for transport for artists as well as the audience members for the conference and performances.
- Led on ticketing initiatives such as donations for VIP or complimentary tickets for the festival.

**INTERESTS: SINGING & GUITAR - LIVE CONCERTS - INDEPENDENT COFFEE**