

TIA DOWNEY

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Project Coordinator with extensive experience across the events sector, specialising in operational delivery, logistical planning, and production support. Proven track record of managing complex event frameworks, coordinating cross-functional teams and stakeholders, and ensuring the smooth, high-quality execution of large-scale projects across the UK and internationally.

EXPERIENCE

Freelance Project Coordinator

Cheerful Twentyfirst - Oct 2025 - Feb 2026

Research and sourcing products, minute taking, creating and updating decks, creating crew schedules and giving onsite support for a legal global partner meeting.

Freelance Event Support

Broadwick Live - Feb 2023 - March 2026

Working across accessibility, accreditation, guest-list management and ticket resolutions at Printworks and Drumsheds.

Production Coordinator

Assembled GALA Ltd - Nov 2024 - Sep 2025

Supporting GALA and RALLY Festival with sourcing suppliers, creating contracts, budget tracking/ updating, and production administration. Working directly with the Head of Production to deliver seamless festival logistics.

Freelance Event Coordinator

Various Clients - Sep 2021 - Nov 2024

Clients include: Resident Advisor, Warner Bros, Festival Republic, Project 6, Barcode Festival, Krankbrother, MDL Beast, and more.

Roles included:

- Artist logistics (Mainstage, ION Festival)
- Accreditation (Gottwood, Wireless, Soundstorm, Junction 2)
- Guestlist and gate management (Project 6, Barcode)
- Event delivery (cashless systems, ticketing, onsite ops)

Logistics Executive

Warner Bros - May 2024

Coordinated travel and accommodation for film tours (FURIOSA, The Watched). Worked closely with drivers and premiere teams.

Festival Logistics Coordinator

Resident Advisor – Apr 2022 – Sep 2023

Led the ticketing operations at 10+ UK/EU festivals (up to 10,000 cap). Liaised with promoters and organisers to implement festival entry systems.

Artist Management Assistant

285 Group – Feb – May 2023

Supported artist managers with logistics, cost sheets and live tour planning. Handled admin, diary management, and communications.

Recruiter

Wieden + Kennedy / EdenMarsh – 2016 – 2022

Recruited creative talent for global agencies and in-house teams. Managed hiring pipelines, internal databases, training docs and candidate outreach.

EDUCATION

BA (Hons) Music Industry Management

Point Blank Music School – 2022 – 2023

BA (Hons) Music Business and Management

University for the Creative Arts – 2020 – 2021

Foundation Degree, Arts and Media Management

Birkbeck, University of London – 2019