

Jade Taylor

Bristol / London

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A friendly, reliable and hard-working individual whose positive energy follows wherever she goes. With a decade of experience working in customer service, hospitality, live events and entertainment, she is an extremely skilled and adaptable worker that can pick up jobs with ease. Her kind-hearted and compassionate nature also makes her an easy person to get along with and she will always go out of her way to help and care for others.

Experience

Skills

- Responsible
- Organised
- Adaptable
- Followspot (lighting)
- Q-lab & Stream Deck
- Problem solving
- Good communication
- IT skills (word, excel, powerpoint etc)
- Team-player
- Public speaking
- Attention to detail
- Customer service
- Time management
- Leadership
- Creative
- Stage Management
- Multi-tasking

April 2026 - Current job role

Venue Crew, Bristol Beacon

May 2025 - March 2026

Production Assistant, Bray Leino Events (Bristol)

Duties:

- **Administration:** Gathering quotes, Handling invoices and budgets, Raising PO's, Creating and distributing NDA's, Proactively managing emails, Arranging and joining meetings (both online and in-person), Venue scouting, Store room management and inventory, Strong IT skills

- **Travelling to site-visits (UK & International)**

- **Pre-event planning and on-site Production support:** Sourcing and managing furniture, AV, Content, Print and more

- **Post-event requirements:** Chasing up payments, arranging shipping returns to warehouse

- **Stage Management:** Helps coordinate and run any tech rehearsals, managing stage furniture, central person of contact between crew and client or speakers, Following cue sheets, Quick thinking and solving when shows are live (trouble-shooting)

- **Communication:** Working with multiple departments (Events, Creative, Exhibitions etc) as well as clients, suppliers, freelancers and more

Freelance Job Roles (2016-2025)

Concert Manager, Candlelight Concert - City Music Promotions (Bath)

Assistant Stage Manager, Twine - The Yard Theatre (London) & Fierce Festival (Birmingham)

Runner - Boomtown Festival

Deputy Stage Manager, The Murder Express - Funicular Productions

Stage Manager, Phone Killer - The Cockpit Theatre

Assistant Stage Manager (Book Cover), Rumble in the Jungle - Rematch Live

Stage Manager, Shakespeare In Schools Tour - LAMDA

Production Runner, Trolls pop up experience - Premier Comms

Assistant Stage Manager, Peaky Blinders: The Rise (Riyadh, Saudi Arabia)

Assistant Stage Manager, Peaky Blinders: The Rise (London, UK)

Assistant Stage Manager, Money Heist: The Experience

Assistant Stage Manager (Dep), Doctor Who: Time Fracture

Crew/Front of House Supervisor, The Crystal Maze Live Experience

Performer/Teaching Assistant, The Young Players

Summer Camp Staff, Bromsgrove International School (Thailand)

Volunteering/Charity

- The Little Princess Trust
- Caring In Bristol
- Mind
- The Mirror Foundation
- Operation Smile
- Habitat for Humanities
- Child Protection Programme
- 96FM Radio Assistant

Employed Job Roles (2017-2024)

Events Staff/Games Monitor, *Locked In A Room - Bristol*
Front of House & Bartender, *Guys & Dolls - The Bridge Theatre*
Games Monitor, *Sherlock Holmes: The Official Live Game*
Front of House & Bartender, *The Immersive Gunpowder Plot*
Sales & Ticketing Assistant/Box Office, *Arts Tickets*
Duty Manager, *Hartshorn-Hook Enterprises*
Front of House, *Doctor Who: Time Fracture*
Front of House & Bartender, *Auckland Live (New Zealand)*
Crew/Games Monitor/Receptionist, *Enigma Quests*
Performer & Box Office, *Madame Tussauds London*
Instructor, *Go Ape*
Performer, *Thorpe Park Fright Nights - Merlin Entertainments*
Performer & Sales Assistant, *M&M World London*
Sales & Social Media Assistant, *Mr Simms Olde Sweet Shoppe - Bromley*
Front of House & Bartender, *At Your Service*

Education

Access to HE Diploma in Allied Health Professions: *Distance Learning Centre (Part-time, online)*
ATCL Diploma in Musical Theatre and Performance: *KSA Academy of Performing Arts*
A-Levels: *Bromsgrove International School, Thailand*
IGCSE: *St.Andrews International School, Green Valley, Thailand*

Extras

Enhanced DBS: *Renewed annually*
First Aid Training (2025)
Props firearm Training (2023)
Conflict Resolution Training (2022)