

Charlotte Trusler

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Education and Training

2013 – Prince2 Practitioner and Foundation Certificate awarded

2007 – 2009: Institute of Fundraising / UWE

Certificate in Fundraising Management, Full Certification - MinstF(Cert).

2002 – 2005: University of West London, Ealing, London

BA Hons Media Arts with Photography and Digital Imaging. 2:1

1997 – 1999: Exeter College, Exeter, Devon

A' Level Media Studies, Sociology, Creative Design

1992 – 1997: Sidmouth College, Sidmouth, Devon

GCSE Mathematics, English, French, Drama, Science, History and Design

Employment History

May 2014 – current: FREELANCE

Production and Locations Management

Production Management:

- Management of the production of web video content for international client campaigns with shoots in 4 continents.
- Resource management (camera, edit, creative) and oversight of productivity.
- Account management and client liaison
- Recruitment and management of temporary staff and contractors
- Creation and management of production budgets, contracts and timelines
- Locations scouting and management and supervision of local fixers

Locations (3 x feature films – 1 x scouting 2 x management):

- Researching, scouting, negotiating and securing deals on film locations, unit bases and production offices
- Locations secured with MOD, National Trust, local authorities, private property and business owners, highways agency
- Relationship management (owners, local authorities, insurers, police)
- Budget management and risk assessments, property protection
- Management of locations assistants, unit managers and scouts
- Movement orders, location signage and route planning
- See my credits at IMDB: <http://www.imdb.com/name/nm6604535/>

November 2011 – April 2014: CREATIVE ENGLAND

Project Manager

- Management of creative industry investment and support programmes with total budgets of £5Million+ ([Creative Industries iNet](#), [GamesLab](#), [Starter for 10](#))
- Creation and management of project initiation documentation (plans, timelines, stakeholders)
- Content and activity planning and management (including day to day management of the programme budgets)
- Events management (including logistics, venue liaison, catering, speakers)
- Managing grants process (from process design, marketing and application phase to financial award and stringent beneficiary monitoring)
- Delivery of growth targets (jobs, products and increased GVA)
- Management of social media profiles and project microsite

**June – October 2011 NATIONAL TRUST
Fundraising Manager (Maternity Cover)**

- Temporary post to manage fundraising initiatives at Tyntesfield, a large National Trust property based in North Somerset
- Management of a programme of donor events
- Working with the central NT Fundraising Team on direct mail campaigns, trust and grant applications and major donor giving programmes
- Development of a corporate engagement programme and room hire business

**March 2010 – May 2011: WILDSCREEN FESTIVAL
External Relations and Events Co-ordinator/ Outreach Project Manager**

- Management of sponsor and partner relations for Wildscreen Festival
- Management of key gala events with high profile international partners (BBC, National Geographic, WWF)
- Income generation through advertising, workshops, and sponsorship.
- Distribution of sponsor benefits
- Co-ordination of volunteers and events staff
- Operating as the “face of Wildscreen” at local, national and international events.
- Organising, managing and delivering the Wildscreen Outreach Programme of screenings and lectures throughout India and Sri Lanka in partnership with British Council (February 2011)

**October 2006 - February 2010: ARNOLFINI
Fundraising and Events Organiser/ Development Co-ordinator**

- Supporting the Directors in securing funding for core activity and all artistic programmes with fundraising targets of £2.1 million PA
- Writing core and project funding applications and monitoring reports to trusts, grant-awarding bodies (including ACE), local government, EU and corporate sources
- Solicitation and management of private events (including securing the booking of the 2010 Sky News Leadership Debate)
- Administration of event sales, diary management, budgeting, planning, invoicing, and credit control procedures
- Management of corporate and individual membership schemes
- Management of interns, stewards and events staff
- Working with programme leads and curators to deliver internal events (previews, press events, galas and parties)

Other information

Personal statement

Having made the transition into film locations in 2014, I have to date managed locations on two feature films and provided scouting services on a third. My background and qualifications in project and events management in the creative, arts and cultural sectors provide a solid foundation on which my new career is based. Nothing fills me with more pleasure than realising the visual identity of a script through the locations I have sourced and managed and I endeavour to do so on each occasion with professionalism and creativity.

You can view my extensive references by adding me to your LinkedIn network
uk.linkedin.com/in/charlottetrusler/