

Kirstie Evans

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Profile

I entered the TV industry and started my career within the location department of various TV dramas and feature films via a training scheme with Cycfle in 2013. Prior to this training I worked as an event Production Manager and event & theatre Stage Manager and I continue to enjoy the variety of working across both industries. My work has utilised and expanded upon various skills and knowledge which have been easily transferred from the event to the television industry. I am proactive, take great pride in my work and thrive when facing challenges and deadlines.

Employment

Event Production Manager: *Cardiff County Council Special Events Team, ACP Ltd, Production 78, Hay Festival, July – November 2014*

Organising, delivering and managing various events with external partners including the Extreme Sailing Series with OCS Sports, NATO, Meet the Forces and Step into Christmas.

Unit Manager: *After Hours - Jellylegs Productions Limited / Sky 1 June – July 2014*

Undertaking the logistical and operational duties of the Unit Manger on the UK comedy drama.

Assistant Location Manager: *Take Down - Pinewood Films No.10 Limited April – May 2014*

Assisting the Location Manager with the scouting, contracting and set up of locations and studio on the UK feature film.

Location Assistant / Assistant Studio Manager: *Atlantis Series 2 - BBC Cymru / Urban Myth Films (West) March - April 2014*

Assisting the set up and operation of the Studio including the implementation of systems and procedures on the UK drama series.

Location Assistant: *Dr Who Series 8 - BBC Cymru January – March 2014*

Working in the locations dept on the UK drama series including Location Scouting.

Trainee Assistant Location Manager: *Da Vinci's Demons Season 2 - Starz / Adjacent Productions July – November 2013*

Working in the locations dept on the US/UK drama series.

Event Production & Stage Manager: *Cardiff County Council Special Events Team, ACP Ltd, Production 78, Hay Festival, 2006 – July 2013*

Organising, delivering and managing various events from theatre productions, music festivals, award ceremonies and live televised broadcasts.

Examples of events

- Hay Festival of Literature and the Arts
- West End Live
- Olympic Torch Relay
- Calennig New Year's Eve Celebrations with S4C
- Lloyds TSB & Banardos Cardiff Half Marathon
- The Folk Awards
- Cardiff Christmas Lights Switch On
- BBC @ The Edinburgh Fringe
- Admiral Cardiff Big Weekend
- Heineken Cup arrival, procession & fan zone

Professional Skills

- Full drivers licence with B+E class Towing
- Telehandler & Forklift licences
- Emergency Life Saving and Basic First Aid
- Knowledge of Health & Safety paperwork, frameworks and systems
- Knowledge of many Agency, Council & HSE regulations including Event Liaison Panel & SAG presentations
- Proficient use of AutoCAD
- Use of SAP & financial systems
- Creation and management of schedules
- Budget creation and management
- Location and site logistics & operations

Professional Training

November 2013

Asbestos Awareness

West Environment - Newport

June 2013

Health & Safety Passport

Cyfle

May 2010

IOSSH- Managing Health & Safety

Connaught Construction

March 2012

Stage Collapses at Public Events

Structures Lab - Sheffield

May 2010

Temporary Demountable Structures

Hawkeshead College

02/2005 – 06/2006

Post Graduate Diploma: Stage & Event Management

Royal Welsh College of Music & Drama, Cardiff

09/2000 - 06/2004

BA Honours: Drama with English Literature 2:1

College of St. Mark & St. John, Plymouth

References are available upon request