

Personal statement

Project Manager and Partnerships Professional with 10+ years' experience managing complex stakeholder relationships, budgets, contracts and programme delivery across public sector, cultural and commercial contexts. Proven track record coordinating multi-party projects, leading consultations, and ensuring delivery to deadline and budget. Experienced working with local government (Westminster City Council), large public-facing organisations (Queensland Performing Arts Centre), and managing commercial operations. Strong operational background in contract negotiation, financial management, and cross-functional coordination. Seeking a permanent role in partnerships, commissioning, project management or strategy within local government, consultancy, or mission-driven organisations.

Skills

Project & Programme Management

- Multi-project coordination and delivery
- Budget management (£10k-£2m)
- Risk assessment and mitigation
- Deadline and milestone tracking
- Process improvement and workflow design

Financial & Contractual Management

- Contract negotiation and administration
- Budget oversight and financial reporting
- Procurement and vendor management
- Compliance and governance
- Financial modelling and forecasting

Stakeholder & Partnership Management

- Multi-party agreement coordination
- Cross-functional liaison
- Community consultation and engagement
- Supplier and contractor management
- Senior stakeholder communication

Strategy & Operations

- Policy development support
- Qualitative research and analysis
- Reporting and business case development
- Systems implementation
- Operational planning

Relevant Career History

PROJECT ASSOCIATE (HOSPITALITY & CULTURE) | GERARD NOLAN & PARTNERS | LONDON | JANUARY 2026-PRESENT (INTERIM)

Providing specialist sector intelligence for high-value asset management and international investment negotiations.

- **Strategic Advisory:** Leveraging arts and venue-management expertise to support the valuation and positioning of a landmark hotel asset
- **Market Intelligence:** Provided critical analysis on the impact of the theatre developments in the Olympia district on local hotel demand and ticket pricing models for international investors.
- **Section 106 & Planning:** Advised on a theatre-linked hotel development, identifying alternative buyers and evaluating business plans to ensure planning compliance and project viability.

STRATEGY CONSULTANT | WESTMINSTER CITY COUNCIL | LONDON | SEPTEMBER 2025 - DECEMBER 2025 (CONSULTANCY)

Engaged to support evaluation of Westminster's inaugural Cultural Strategy and inform development of its successor. Embedded within the Culture team to assess policy effectiveness and strengthen the council's approach to community engagement and cultural provision..

- Designed and led inclusive stakeholder consultation sessions to inform strategic policy development, ensuring balanced input from residents, young people and partner organisations
- Facilitated structured engagement activities combining workshops and qualitative research to surface community priorities and lived experience
- Synthesised qualitative insight into clear, actionable recommendations to support internal decision-making and policy development
- Worked within established council governance frameworks to deliver outputs to tight deadlines

PROGRAMME MANAGER (ASSOCIATE PRODUCER) | QUEENSLAND PERFORMING ARTS CENTRE (QPAC) | QUEENSLAND, AUSTRALIA | FEBRUARY 2025- AUGUST 2025 (CONTRACT)

Part of senior delivery team within major public-facing organisation, coordinating multiple concurrent projects across internal departments, external partners and venues. Managed budgets, schedules, stakeholder communication and delivery timelines to ensure projects were completed on time and within budget.

- Delivered multiple large-scale projects to fixed deadlines, including state-wide broadcast reaching 7,000+ viewers, delivered under budget
- Coordinated complex logistics across creative teams, technical departments, venues and international partners
- Managed financial tracking, business case development and budget oversight for portfolio of projects
- Acted as central liaison point between multiple stakeholder groups, ensuring alignment and timely delivery
- Praised for calm organisation and ability to maintain project momentum under pressure

INTERNATIONAL EXPERIENCE & SKILLS DEVELOPMENT | ASIA & AUSTRALIA | DECEMBER 2023-FEBRUARY 2025

Planned career break combining international travel across eight countries with commercial skills development. Worked in target-driven sales environment in Australia, building commercial acumen, data analysis and stakeholder communication skills. Extended time in Australia to examine cultural infrastructure, funding frameworks and cross-market audience development strategies.

FREELANCE PROJECT MANAGER & CONSULTANT | RACHAEL NOLAN PRODUCTIONS | LONDON | OCTOBER 2021 – DECEMBER 2023

Delivered project management and consultancy services for cultural organisations and commercial clients. Managed end-to-end project delivery including stakeholder coordination, budget management, contract administration and compliance.

- Managed delivery of community engagement project (Fiesta, Queen's Theatre Hornchurch), securing external funding, commissioning services, and leading project team to deliver within budget and exceed participation targets
- Provided project management support to commercial producers, managing budgets, contracts, investor relations and financial reporting for high-profile projects
- Negotiated and administered multi-party contracts, rights agreements and vendor relationships
- Developed financial models and business cases to support client decision-making.

PROJECT COORDINATOR | ROYO ENTERTAINMENT | UK & CANADA | MARCH 2022 - JANUARY 2023 (CONTRACT)

Supported delivery of multiple concurrent commercial projects including UK tours and international transfer to Canada. Managed contracts, financial operations, payroll and stakeholder coordination across jurisdictions.

- Led international transfer of Fisherman's Friends the Musical from UK to Canada, coordinating logistics, contracts and stakeholder communication across multiple territories
- Administered financial operations including weekly payroll for 100+ freelance staff, royalty payments and licensing fees
- Negotiated and coordinated contracts with agents, creative teams and production staff
- Managed cross-border compliance and reporting requirements

PROGRAMME COORDINATOR | THE PAULINE QUIRKE ACADEMY + PQA VENUES | UK | NOVEMBER 2019 – SEPTEMBER 2021

Managed day-to-day operations of production department delivering high-volume programming. Coordinated scheduling, contracting, venue management and stakeholder liaison for 70+ annual events.

- Negotiated, drafted and executed 70+ venue and licensing contracts, managing multi-party agreements within compressed timelines
- Recruited, contracted and managed freelance staff for large-scale national events
- Streamlined contract administration and communication workflows using technology solutions, reducing processing time and improving compliance
- Developed operational policies and procedures to support department growth

PROJECT SUPPORT (ASSISTANT PRODUCER) | THE ROYAL OPERA HOUSE | LONDON | MAY 2019 - NOVEMBER 2019

Provided project coordination and administrative support across multiple productions within large, high-pressure organisation. Maintained documentation, coordinated meetings and acted as liaison between internal departments and external partners.

- Coordinated administrative support for mainstage productions and co-productions, managing multi-stakeholder agreements with UK and international organisations
- Maintained production documentation and supported contract variations across multiple territories
- Liaised with creative teams, agents and rights holders as primary contact between internal departments and external partners
- Provided executive-level support including complex diary management and stakeholder correspondence

EXECUTIVE ASSISTANT TO EXECUTIVE PRODUCER | ATG PRODUCTIONS | LONDON | OCTOBER 2017 – MAY 2019

Supported senior management in delivery of large portfolio of commercial projects. Managed scheduling, documentation, stakeholder liaison and executive administration.

- Supported oversight of 50+ concurrent projects, tracking progress, schedules and key milestones
- Coordinated complex diaries, meetings and communications with senior stakeholders
- Maintained records and documentation systems to support decision-making

Education & Professional Development

Certification in Carbon Literacy | Carbon Literacy Project | June 2024

Recognised by the UN as one of 100 Transformative Action Programs. Training included climate science and strategies for sustainable, equitable cultural programming.

MA in Creative Producing | Mountview | September 2020 – September 2021

Advanced study in producing and cultural leadership, focused on sustainability, collaboration, and creative innovation.

- Appointed **General Manager** for Catalyst Festival, leading delivery of 22 hybrid productions with professional creative teams.
- Managed all contracting, budgeting, and compliance processes, achieving a 20% cost saving and aligning delivery with sustainability goals.
- Contributed to strategic leadership, organisational communication, and festival operations.

Bachelor of Arts 2:1 | University of Hull | September 2011 – July 2014

A multidisciplinary degree spanning live performance, production, music, dramaturgy, and cultural studies — developing skills in storytelling, collaboration, and critical thinking.

Interests

Sustainability, Classical Singing, flying planes, travelling and learning new skills.