





ANISA KENNETT-MALIK

EVENTS ASSISTANT / CO-ORDINATOR

CONTACT

 07598838643
 anisavonruin@gmail.com
 UK
 [LinkedIn](#)

EDUCATION

BA Hons (Cert. of Higher Education),
Events Management
BIMM Brighton
2014 – 2017

UAL Level 2 Diploma,
Creative Media Production
MidKent College
2012 – 2014

ACHIEVEMENTS

“Selected for Prestigious
Young Producers
Programme”
Royal Albert Hall
2019 - 2020

“Curated *‘The Parlour’*
event at The Royal Albert
Hall”
Royal Albert Hall
2019 - 2020

“Promoted to Event
Volunteer to Area
Manager”
Hyper Japan
2017

PERSONAL STATEMENT

Over 11 years of nationwide experience as an Events assistant and producer for large-scale events such as Hyper Japan London, Download festival and selected as part of the Young Producers Programme for the Royal Albert Hall successfully organising and curating all aspects of the event whilst managing budget, programming and marketing. Having a constant and reliable presence within the live music events industry has enabled me to gain a reliable network of vendors and performers, catapulting me into gaining experience as a Sound Engineer & Stage Technician within Brighton’s lively nightlife scene. My aspiration is to continue seeking new and exciting opportunities as an Events Assistant, leading into Event Co-ordinator and Producer roles.

WORK EXPERIENCE

EVENT ORGANIZER VISUAL KEI NIGHT / Aug 2024 - Sept 2024

Co-organizer for the show half of Visual Kei Night Vol. 11 ~Matsuri★Night~ with KOUKI (D=OUT) Guest Live Show.

- Liaising with the Visual Kei night organisers to contact artist management, helping to co-organise the show aspect of the event.
- Attending sound checks to check the sound system and researching hiring sound equipment, stage, placements, and help with event design mapping.
- Helping with social media advertising and marketing using extensive knowledge of the artist and band history.
- Sorting out artist merch stock, selling merchandise, cash handling and designing the merch desk and venue on the day.

EVENT STAFF HYPER JAPAN / Jul 2023 - PRESENT, 2019, 2012 - 2017

A regular and reliable event staff at the annual UK’s leading Japanese cultural festival which features shopping, entertainment, cosplay, fashion and food.

- Working on the Information Centre stall at HYPER JAPAN, including set-up and takedown of the stall, making the Lost Property sheet, filling out and managing lost property, dealing with customer enquiries and providing event information and promoting future events.
- London Sake Tasting Oct 2023 - Helping to set up and take down stall and co-manage the stall in Tian Tian Ealing Broadway and helping to take items back to the office, Located in Tian Tian Ealing Broadway and in King’s Cross Coal Drop Yard helping to serve sake samples, providing information about the different products (ex. Tasting profile and where to buy), also providing surveys for customers to fill in.
- Worked on the SPOGOMI UK Selection event, helped to set up with equipment for the contestants, changing to refreshments and serving refreshments to contestants, and take down the event. I also helped to throw away bags of rubbish collected by contestants at the end of the event.
- Promoted from volunteer to Event staff and Area Manager for the Hyper Theatre, showcasing exclusive show screenings by setting them up on the projector screens, helping to set up the stage and supported cosplay panels and managed volunteers.
- Managed event production and promotional staff for the Sushi wards including stage set-up and takedown, stage lighting, stage management, assist organising artist meet & greet sessions, queue management and event admin work.

SKILLS

Technical

Sound Engineering
Social Media Marketing
Gmail/Google Apps
Microsoft Office
Adobe Acrobat
Universe & Box Office Ticketing

Professional

Communication
Organization
Networking
Creativity
Budget Management
Merchandising
Concert Promotion
Customer Service
Crowd Management
SIA Door Certification

HOBBIES



Live Music



Gaming



Fashion



Japanese Pop Culture

FESTIVAL ASSISTANT VIP NATION / Jun 2024

Festival Assistant for VIP Nation at Download Festival.

- Helping with build and break including duties such as setting up and taking down furniture, setting up taking down of the receptions, tidying up all areas, help set up various areas of the RIP campsites, covering fencing with scrim and hessian and removing post-show.
- Working on the RIP West Car Park during show days, duties includes travelling on coaches to guide the right ticketholders onto the right coaches, guiding customers to the RIP coaches, ticket scanning, making sure that only RIP customers come through and guiding non-RIP customers to the right direction and helping with any customer enquiries and problems.

EVENTS ASSISTANT FESTIVAL REPUBLIC, LONDON / Apr 2022 – Sep 2022

Events Assistant for the Guest and Artist Liaison team at Festival Republic.

- Troubleshooting at several nationwide UK-based Festivals overseeing guest ticketing requirements on site as well as making sure ticket scanners and PDQ machines are working and logging in PDQ end-of-day donations for some festivals.
- Effectively communicating with clients, suppliers, partner organisations, and customers answering queries and pre-empting challenges surrounding ticketing numbers and ticket stocks effectively preventing overbooking.
- Liaising with other departments within Festival Republic/Live Nation with ticketing requirements for most festival shows in order to prioritise show order during exceptionally busy periods up to show days.

EVENT CO-ORDINATOR BROADWICK LIVE, LONDON / Aug 2019 – May 2022

Co-ordinating at Printworks and previously at The Drumshed

- Successfully organising training materials for new staff members to follow and abide by COVID health and safety regulations and procedures in relation to staffing lists and relevant accreditation documentation.
- Ability to articulate announcements and communicate information to large crowds with venue information, addressing queries through liaising with venue staff and security whilst ensuring teams are informed of vital information ensuring the smooth running of the event.
- Leading the merchandise team in setting up the event hub and merchandise room, tracking and updating merchandise stock logs, receiving and ensuring the security of stock leading to supervising purchasing activities and accurately predicting customer demand.

EVENT MANAGEMENT YOUNG PRODUCERS PROGRAMME, ROYAL ALBERT HALL, LONDON / Oct 2019 – Apr 2020

Selected as part of the prestigious Young Producers Programme enhancing training and experience in live music events.

- Planned a series of events at the Royal Albert Hall's secondary spaces called 'The Parlour' - a 2-day event that contained music, spoken word performances and art exhibits to celebrate diversity, uplift diverse and marginalised artists.
 - Designed the set-up of the venue rooms through detailed drawings and design drafts, as well as contacting curators and designers bringing the set, mood and atmosphere to life.
 - Integrating budgeting, programming, and creative collaboration in order to create an initial pitch, resulting in the team focusing on their own strengths in order to successfully execute the event.
 - Promoting the festival through marketing, press, outreach and management.
-