

# Jay Vecchio

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## PROFESSIONAL PROFILE

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Proactive and professional Events Manager with 4 years experience in orchestrating live events ranging from corporate events to vibrant club nights. Adept at blending creativity with meticulous planning, I excel in developing comprehensive event strategies, managing schedules, and coordinating with diverse stakeholders to ensure seamless execution. My strong technical proficiency from my crew experience, combined with excellent communication and leadership skills, enables me to handle complex logistics and deliver memorable experiences that exceed client expectations. Passionate about community building, innovation and effective systems, I am committed to building projects to their fullest potential.

## WORK EXPERIENCE

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**Technical Events Manager** **June 2023 - Ongoing (freelance)**  
Shoreditch Electric, London

- Working with high-end clients, such as Stella Artois and Channel 4, to deliver unique corporate events, acting as the primary technical liaison for the venue.
- Oversee the setup and maintenance of AV systems, lighting, staging and IT infrastructure. Ensuring seamless transport, setup, and dismantling of technical equipment; maintaining safety and regulatory compliance at all times.

**Production Manager** **Feb. 2023 - Ongoing (freelance)**  
Joyride, London

- Ensuring all technical, hospitality and logistical needs are met so events run smoothly, resolving issues promptly to ensure a seamless guest and artist experience. Manage event logistics including setup, security, and crowd control; maintain adherence to safety regulations.
- Act as the primary point of contact between artists, venue staff and event organisers, facilitating smooth communication and an alignment of event objectives and expectations.

**Crew** **April 2023 - Ongoing (freelance)**  
Various, London & Kent

- Work alongside tradespeople performing manual labour such as loading and unloading materials; preparing tools and areas; using hand tools and machinery to assist with other necessary tasks. Maintaining safety and regulatory compliance while completing all tasks.
- Trade-specific operations such as grinding for welding operations, basic carpentry, and painting.

**Events Producer** **Dec. 2020 - Dec. 2022**  
Crossbreed, London

- Production Manager for club nights, festivals and community socials, of up to 2000 capacity. I was responsible for coordinating pre-production, set up, running and load out for these events.
- Communicated with artists prior to and during the event, managing schedules and negotiated contracts.
- Managed the administration for all projects, including liaising with artists and promoters, preparing booking agreements, managing listings online, arranging itineraries and taxation responsibilities.

**Capital Projects Administrator** **Aug. 2019 - Dec. 2020**  
University of Glasgow, Glasgow

- Provided project support to the Estates and Commercial Services capital projects programme, using the full Microsoft Suite and inhouse systems.
- Responsible for clerical duties including preparing accurate papers, minuting meetings, communicating with stakeholders and organising in-person and virtual meetings using the Microsoft Suite.

## EDUCATION

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MCL Manual Handling Training

Jan 2024

BA Politics, Philosophy and Economics, First Class Honours  
Goldsmiths University, London

July 2018