

# Kay Perry

England, UK

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## Education

2018-2021

Backstage Academy:  
BA (Hons) Stage and  
Production Management  
First Class Hons

2016-2018

West Herts college,  
Watford: Level 3  
Diploma in Production  
Arts  
Grades: D\*DD

2013-2016

Ashlyns School,  
Berkhamsted:  
9 GCSEs  
Grades A-B including  
English and Maths

## Qualifications

Full Clean UK Driving  
License

Emergency First Aid at  
Work Certificate

Event Safety Passport

Manual Handling  
Training Certificate

Basic knowledge of  
AutoCAD

## Freelance Roles

*November – December 2023*

**COP28 • Programme Manager/Conference Producer • Identity Global**

I managed three areas within the Mubadala Pavilion, overseeing meeting rooms, a multimedia booth, and a conference stage. Orchestrating a program spanning seven days, I coordinated 59 sessions featuring over 160 speakers. Key duties involved crafting user-friendly booking systems, creating program briefs for clients and stakeholders, and addressing programming adjustments in real-time. I also ensured optimal resource allocation for all events, led the production/show team, and implemented processes for gathering and organising digital content; setting and enforcing deadlines, devised the run-of-show, and conducting rehearsals.

*July - August 2023*

**Boardmasters Festival • Site Coordinator • Bizmonkey**

I played a pivotal role in coordinating the site install amidst challenging weather conditions: working with contractors to establish effective schedules; managing furniture and resource distribution across site; and coordinating site crew work. During live days, stationed in the Site Office as 'Site Control,' I efficiently managed all incoming requests via radio, deploying crew and prioritising tasks effectively. This demanded a strong understanding of the site, clear communication skills, and adept problem-solving to ensure smooth operations.

*April 2023*

**Kings Coronation • Logistics/MDS Consultant • Identity Global**

I worked with the Logistics Manager to design and implement a robust Master Delivery System (MDS) via Smartsheets for Kings Coronation, streamlining logistics across their various sites. This system facilitated supplier communication, enabling efficient request submissions for vehicle access. By centralising management, this enabled heavier monitoring and control over vehicle movements, enhancing overall event delivery. I used this same system for The Coronation Concert.

*March - May 2023*

**Kings Coronation Concert • Production Logistics and Site Coordination • BBC Studio Events**

I was responsible for the development and management of delivery and access systems; Guiding all suppliers, contractors and artist teams through the procedures and systems for gaining access to the site. This role included: developing a traffic management system and effective MDS, including briefing and working with security to implement and troubleshoot; managing accreditation for drivers and vehicle access; scheduling deliveries to align with supplier and production timelines, and mitigating congestion risk; preparing daily vehicle access schedules and VAPs. As a site coordinator, I also managed plant and BOH operations, collaborated with the Site Manager to optimise build and break schedules, assisted with site mark-outs, and ensured stakeholders were briefed on site requirements and schedules.

## Skills & Qualities

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Scheduling and time management  
Team management and teamwork  
Problem-solving  
Venue management  
Client liaison  
MDS management  
Excel literate  
Fast learner  
H&S compliance  
Adaptability

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References available on request.

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### *November - December 2022*

Ideas Abu Dhabi • Project Coordinator • People (Abu Dhabi)

Working closely with the event producer, we organized a forum for high-profile visitors at NYU Abu Dhabi. My responsibilities included sourcing and procurement of collateral and furniture, coordinating load-ins, and managing resource distribution. Additionally, I played an essential role in curating the program in alignment with client preferences, logistical requirements, and further bookings.

### *October – November 2022*

Noor Riyadh • Deputy Venue Manager • Filmmaster/TPE

As Deputy Venue Manager for the largest site of the Noor Riyadh Light Festival 2022, I led site operations and enhanced audience experiences as part of the venue management team. Responsibilities included overseeing a site crew, conducting daily safety checks, and executing prompt problem-solving during live events. I ensured compliance with health and safety procedures for site crew and contractors while prioritising the audience experience. Analysing and implementing new procedures throughout the two-week event period, we ensured seamless execution of planned programs across the site.

### *May – September 2022*

Commonwealth Games • Closing Ceremony Assistant Production Management • Birmingham Ceremonies

I was responsible for bringing together the technical production schedule for the load-in/out of both the rehearsal site and the stadium. This extremely varied role provided me with valuable experience working on a highly successful large-scale ceremony. Collaborating with the production director, I ensured meticulous consideration of all logistical aspects for the tight turnaround for building this highly complex production in under 24 hours. Liaising with the venue MDS manager and operations management, I guaranteed compliance with access requirements and met stringent time constraints for show construction. Additionally, I dealt with procurement and contractor onboarding, truck bookings, and delivery schedules in alignment with build and break plans.

### *March 2022*

Maritime Heritage Festival • BOH Operations • People (Abu Dhabi)

### *March 2022*

Event Control • Maritime Heritage Festival • Experience • People (Abu Dhabi)

### *February - March 2021*

WED Forum • Speaker Logistics Assistant & Venue Coordinator • People (Abu Dhabi)

As part of the WED Forum team, assisted with booking flights, arranging accommodation, accreditation, and speaker licenses, and created briefing packs. Additionally, I served as the venue coordinator, managing booking requests and organising daily programs for three workshop spaces. My role ensured smooth operations and enhanced delegate experiences throughout the event.

### *October – January 2021*

Production Coordinator • Multiple projects • People (Abu Dhabi)

As a Production Assistant for People Creative, I worked on a wide variety of projects in the UAE, including film projects, conferences, and corporate events for high-profile clients.

*August 2021*

Touring Stage Manager • Theatre • Lauren Reed Productions

Stage Manager for Estimated Waiting Time tour, a show providing free theatre to audiences in settings such as council estates and community spaces across the UK.

*December 2018 to Present*

Local Crew • Freelance • The Music Consortium and LS Live

I have completed load-ins/outs, basic construction work, stage changeovers, and LX and PA setup for a variety of festivals and venues including: Slam Dunk, Download, and Leeds Festival.

## Further Experience

*August 2019*

Production Assistant • Work experience • Boomtown

*June - July 2019*

Scenic Construction Assistant • Internship • Perry Scenic

*June 2019*

Stage Management • Work Experience • Camden Rocks Festival

*May 2018*

Production Manager • Work Experience • Watford Record Store Day 2018

*August 2020 – July 2021*

Event coordinator • Greenpeace Sheffield