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## PROFESSIONAL SUMMARY

Technical Project Manager with 14+ years of experience in event production, audio-visual system implementation, and cross-functional team leadership. Proven track record of delivering complex technical projects on time and within budget while maintaining high quality standards. Strong abilities in technical specification development, budget management, and stakeholder coordination. Experienced in conducting site inspections, managing H&S documentation, and ensuring seamless on-site event delivery.

## KEY SKILLS & EXPERTISE

### Technical Production Management

- Led comprehensive audio-visual system installations for events, ensuring projects completed on time and within budget
- Developed technical specifications for power, rigging, sound, lighting, video, and staging requirements
- Conducted thorough site inspections including technical reviews and venue measurements
- Managed production schedules and coordinated with suppliers to enable smooth logistical delivery

### Budget & Resource Management

- Created and managed technical production budgets, ensuring projects delivered within financial constraints
- Coordinated equipment allocation, overseeing deliveries and collections
- Optimized resource utilization across multiple concurrent projects
- Negotiated with vendors and service providers to ensure high-quality, cost-effective deliverables

### Event Production & Delivery

- Managed on-site event production to ensure successful delivery of live events
- Implemented and maintained quality control protocols throughout pre-production and on-site execution
- Coordinated H&S documentation including project-specific risk assessments and method statements
- Developed contingency plans to mitigate potential disruptions to event delivery

## Client & Stakeholder Management

- Interpreted client briefs and developed technical solutions to meet project requirements
- Served as technical point of contact for both clients and internal staff
- Actively participated in client calls and meetings, addressing production-related questions
- Collaborated with design teams to develop solutions aligned with project briefs

## PROFESSIONAL EXPERIENCE

### Service and Installations Manager

**Absolute Audio-Visual Services | Mar 2024 – Present**

- Lead implementation of comprehensive audio-visual systems for events, ensuring projects completed on time and within budget
- Gather and analyze requirements from diverse stakeholders to develop technical specifications for sound, lighting, video, and staging
- Manage relationships with vendors and service providers, ensuring high-quality deliverables and adherence to contracts
- Direct specialized technical teams, establishing performance metrics and quality standards
- Conduct site inspections and technical reviews to inform production planning
- Develop and maintain production schedules coordinating with all suppliers for logistical delivery

### AV Tech Lead

**Jacobs Massey | Feb 2022 - Feb 2024**

- Managed high-profile technical projects with complex requirements from conception to delivery
- Conducted comprehensive site inspections including technical reviews and venue measurements
- Developed technical specifications for power, rigging, sound, lighting, and video requirements
- Created and managed production schedules, coordinating with suppliers for logistical delivery
- Produced and maintained detailed budgets for technical aspects of events
- Collaborated with cross-functional teams to implement solutions that met specific venue requirements

### Sound Manager/Sound Designer

**The Box SOHO | Jul 2018 - Nov 2019**

- Managed technical operations for a prominent London venue, aligning technical capabilities with event requirements
- Designed and implemented technical solutions for optimal performance in challenging environments
- Coordinated with various stakeholders to fulfill specialized technical requirements for events
- Managed on-site delivery of events, ensuring successful execution according to specifications
- Maintained comprehensive H&S documentation, including risk assessments for production activities

### Business Owner / Technical Manager

**Abstract Sun Productions | Jun 2011 - Mar 2020**

- Founded and operated a successful technical production company, managing diverse event projects from conception to delivery
- Developed technical specifications based on client briefs for sound, lighting, video, and staging requirements
- Produced and managed project budgets and client-facing quotes
- Created and maintained production schedules coordinating with suppliers for logistical delivery
- Managed on-site event production, ensuring successful delivery of live events
- Coordinated H&S documentation, including project-specific risk assessments

## EDUCATION & PROFESSIONAL DEVELOPMENT

- MA Contemporary Music Production | University of Wales, Trinity St David (2021)
  - Thesis focused on digital signal processing in hybrid technology environments
  - Specialized coursework in advanced technical implementation techniques
- BA (Hons) Business Studies & Strategic Human Resource Management | University of East London (2009)
  - Developed strong business acumen and understanding of organizational dynamics

Currently pursuing:

- Project Management Certification
- Advanced System Design and Implementation Training

## ADDITIONAL SKILLS & INFORMATION

- **Technical Expertise:** Comprehensive knowledge of event production technologies, implementation methodologies, and integration challenges
- **Site Management:** Experience in site inspections, technical reviews, and venue measurements
- **H&S Compliance:** Skilled in developing and managing event-specific risk assessments and method statements
- **Adaptability:** Flexible to work outside standard hours for event setup, delivery, and breakdown
- **Team Collaboration:** Strong ability to work with production teams, account managers, and creative teams

References available upon request