

Jess Donn

Stage Manager and Production Manager

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KEY PAST PROJECTS

FRANZ AND MARIE: WOYZECK RETOLD by Daniel McVey, after Georg Büchner

Lighting Designer and Production Manager, Greenside @ Infirmary Street, Edinburgh; Lakeside Arts (August – October 2019)

A GIRL IS A HALF FORMED THING by Eimear McBride, adapted by Annie Ryan

Production Manager, Nottingham New Theatre (31st – 3rd November 2018) – *Production selected for National Student Drama Festival 2019*

CREATING RUMOURS by Emma Summerton

Production Manager and Technical Operator, Greenside @ Nicholson Square, Edinburgh (August 2018)

STRANGERS: PAIRS by Joe Strickland

Production Manager and Technical Operator, Greenside @ Nicholson Square, Edinburgh (August 2018)

SISTER ACT by Alan Menkin, Glen Slater, Cheri Steinkellner, Bill Steinkellner

Deputy Stage Manager, Nottingham Arts Theatre (14th – 17th February 2018)

ONE MAN, TWO GUVNORS by Richard Bean

Deputy Stage Manager, Nottingham New Theatre (12th – 15th December 2017)

STRANGERS: A MAGIC PLAY II by Joe Strickland

Production Manager and Technical Operator, theSpace @ Surgeon's Hall, Edinburgh (June – August 2017)

BLUE STOCKINGS by Jessica Swale

Assistant Lighting Designer and Technical Operator, Lakeside Arts (9th – 13th May 2017)

FREAK by Anna Jordan

Deputy Stage Manager, Nottingham New Theatre (2nd – 5th November 2016)

STRANGERS: A MAGIC PLAY by Joe Strickland

Stage Manager, theSpace @ Jurys Inn, Edinburgh (August 2016)

Full credit list available on webpage (<https://jessdonn.com>) or can be sent directly on request.

AWARDS AND SKILLS

- Fellowship Award (2019), The Nottingham New Theatre for outstanding dedication
- Best Producer Society Award (2018), The Nottingham New Theatre
- University of Nottingham Award for an Outstanding MSc Dissertation (2019) Human Computer Interaction Runner Up
- Knowledge of programming lights, sound and video, particularly with ETC Ion and QLab 4
- Clear marking of scripts including musical scores
- Confident working at height
- Emergency First Aid at Work trained (2019 – 2022)
- Excellent at Microsoft Office and Google equivalents
- Writing training documentation, application forms, and similar

- Quick problem solver
- Excellent team leader
- Crowdsourced fundraising projects (GoFundMe)
- Office administration including managing multiple email accounts and social media profiles
- Writing and reviewing contracts
- Writing, reviewing and managing budgets
- Venue and accommodation booking
- Marketing (physical and digital)
- Chairing meetings/discussions
- Front of House including ticket sales, ushering, and bar work

EXPERIENCE

Freelance Producer, Various Locations, 2016 – Present

Extensive experience producing work for black box venues, including touring to festivals such as The Edinburgh Festival Fringe. Familiar working with various styles and techniques including adapted texts, devised theatre, physical theatre, musicals and close-up magic shows.

Head of Management Team, National Student Drama Festival, 2019

Invited to be responsible for the training (in Front of House, Venue Management, and Workshops and Events), shift organising, general line management, and pastoral care of the 40-person volunteer Management Team. Public-facing role also involving general artist liaison throughout festival.

In House Coordinator, The Nottingham New Theatre, 2018-2019

Organising and overseeing the 16 shows and teams in the Nottingham New Theatre's Auditorium (80 seat black box venue) for 2018-19 In House season, including managing the proposals, auditions and casting process; chairing feedback discussions for each production; and assisting teams with show running. Also managed In House email inbox and Nottingham New Theatre Facebook page and performed weekly Front of House shifts.

Management Team, National Student Drama Festival, 2018

Responsibilities included: Venue Management across a variety of spaces at the De Montford University Leicester Campus and The Curve Leicester including safety inspections; Front of House including ticket sales, general announcements, ushering; Artist Liaison involving meeting and greeting attending visiting artists and student fest-goers; and Workshops and Events including helping to set up, and run these sessions.

Workshop Manager, The Noxttingham New Theatre, 2016-2017

Responsible for overseeing the get ins and outs for over 30 shows at the Nottingham New Theatre across two main black box venues (80 seat and 25 seat), with occasional site specific work, as well as advising show teams on logistics of set designs and training in, and maintenance of, workshop materials and equipment.

EDUCATION

Human Computer Interaction MSc (2018-2019), University of Nottingham, Pass with Distinction

MSc dissertation developing and prototyping system to archive performances at the Edinburgh Festival Fringe to explore the links between crowdsourcing, location based services and sense of place.

Computer Science BSc (2015 – 2018), University of Nottingham, First Class Honours

Undergraduate dissertation exploring the use of robotics and digital technology in live, narrative based performance.

A Levels (2013 – 2015), King David High School (Sixth Form), A*AB – Maths, Further Maths, Physics

References available upon request