

Jess Donn

Producer

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EXPERIENCE

Stage One Regional Producer Placement, Mercury Theatre, Jan 2021- Dec 2021 (One Year Placement)

Assisting Executive Producer (Main House/Auditorium) and Talent Development Producer (Studio/Artist Development) in all aspects of production and programming, including full casting process, contracts, negotiations, budgets, marketing and PR, and general office administration responsibilities.

Freelance Producer, Various Locations, Present

Extensive experience producing work for black box venues, including touring to festivals such as The Edinburgh Festival Fringe. Focus on research and development of new work with project management.

Current projects:

Loudest Laugh Productions - Company Director

Projects TBA

The Enby Show (Co-Producer)

Supporting lead artist and producer in funding opportunities, administrative responsibilities and reporting.

Delicious Fruits, Plaster Cast Theatre (Producer)

Writing funding applications, managing and contracting talent, and supporting project throughout development. Edinburgh Festival Fringe, Pleasance Futures Season, in association with Vaults Festival.

Pepi and Me, Sason Theatre (Producer)

2 weeks of R&D with showcase at Camden People's Theatre, including contracting talent. Shortlisted for Untapped Award, New Diorama 2022 Further work subject to funding and programming.

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

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

Management Team, National Student Drama Festival, 2018 & 2019

Responsibilities (2018) included: Venue Management across a variety of spaces at the De Montford University Leicester Campus and The Curve Leicester; Front of House including ticket sales, general announcements, ushering; Artist Liaison involving meeting and greeting Visiting Artists; and Workshops and Events including set up and assistance in running sessions. Invited to return the following year (2019) to be **Head of Management Team**, responsible for training, shift organising, general line management, and pastoral care of the 40-person volunteer team.

Workshop Manager, The Nottingham 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. Advised show teams on logistics of set designs. Responsible for training in, and maintenance of, workshop materials and equipment.

AWARDS

- 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

SKILLS

- Office administration including managing multiple email accounts, Dropbox drives and social media profiles.
- Proficient at Microsoft Office and Google equivalents, particularly skilled in Excel
- Writing, reviewing and managing legal documents: contracts, budgets, invoices
- Advanced marketing skills, including video editing. Used to working within brand guidelines. Exceptional understanding of social media
- Excellent telephone and written communication manner
- Skilled at finding creative solutions to operational challenges
- Adept at developing projects from ground upwards with care and understanding

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.