

Current employment

Events & Engagement Manager (maternity cover) - mySociety (May 2022 - present)

- responsible for management of the TICTeC Labs programme, an online event and meeting series funded by the National Endowment for Democracy - managing six concurrent strands of the programme; working with the strategic lead and steering group to set the agendas, run events and distill key themes; reviewing subgrant applications, ensuring contractors and sub grantees deliver agreed activity supporting the strategic aims of the programme; delivering impact reporting and meeting the needs of the funder, working closely with the Fundraising Manager.
- supporting the Senior Management Team and Programme Leads to plan an annual schedule of external events, identifying suitable dates and activities, and to coordinate and deliver strategic, high quality online, in person, or hybrid external events to meet programme aims, including working with Fundraising Manager and senior colleagues to secure financial support if appropriate.
- responsible for project management, coordination and delivery of internal annual retreat, quarterly staff meetings, smaller ad-hoc team meetings and some staff wellbeing initiatives.
- sourcing, booking and liaising with venues and presenters, nationally and internationally.
- producing engaging and impactful promotion and communications for events, in collaboration with the Marketing & Communications Manager.
- managing all processes for delegates from initial booking to final evaluation, including collating and reporting on feedback, and planning improvements based on feedback received.
- setting up and running online events - using Zoom/ Google meet and interactive content such as Miro boards and Padlet.

Events Organiser - Freelance (2015 - present)

- I organise events in Sheffield and online, primarily focusing on wellbeing for musicians.
- I run all aspects of a self-employed business, including financial management, administration and publicity, running my own website and social media.

Director - Sheffield Flute Choir (2013 - present)

- I run this group for adult flute players, ranging from Grade 5 level to professional.
- organising, planning, promoting and directing rehearsals and performances.
- I work with local composers to commission, create and perform new works.

Research Support, Proofreading & Editing - Freelance (2014 - present)

- I undertake ad hoc research and related work - most recently, I acted as a facilitator and rapporteur for a Making Music project exploring adult music learning, and provided proofreading/ editing services to a research project for Newcastle University/ Natural England.

Previous employment

Membership & Events Manager (maternity cover) - Music Mark (August 2021 - April 2022)

- leading on the delivery of all Music Mark events and training (around 50 online and 10 in-person/ hybrid events per year) - sourcing, booking and liaising with venues and presenters, nationally and internationally.
- managing the delivery of the Arts Council-funded Hub Support Programme - planning training which meets specific strategic goals for workforce and organisational development for all 127 Music Hubs in England, responsible for the project budget of over £300k and reporting and evaluation of the programme content.
- supporting presenters in developing relevant content for the audience, and with online/ hybrid delivery, e.g. training them in use of Zoom webinar.
- managing all processes for delegates from initial booking to final evaluation, including collating and reporting on feedback, and planning improvements based on feedback received.
- preparing and managing event and training budgets and providing financial reports.
- working with the Communications & Marketing team to promote events and plan exhibitor arrangements.
- running and supporting events on the day, including coordinating staff and volunteers.
- managing the renewals process for over 3000 memberships and lead on maintaining the membership CRM
- developing and implementing the Membership Strategy, monitoring membership trends and producing membership analysis reports.
- developing membership benefits and opportunities, e.g. improving offer to schools which resulted in a 850% increase in school members registered on the CRM - and therefore accessing resources and events - since July 2021.
- managing and training the Administrative Assistant, delegating tasks as appropriate.
- organising and running meetings for the team, Trustees, Advisory Board and regional membership groups.

Finance & Administration Officer - Music Mark (July 2020 - August 2021)

- main contact for membership and general enquiries, responding or directing queries to the team as appropriate.
- main contact for finance enquiries, and responsible for invoicing, recording payments (using QuickBooks) and following up outstanding debts, working closely with the organisation's accountant.
- updating website, including creating log-in accounts for members, adding resources and uploading job adverts, and assisting with social media (Twitter and LinkedIn).
- supporting the Events Manager in running events including the annual conference, webinars and meetings.
- supporting the running of the Arts Council-Funded Music Hub Support Programme including day-to-day administration, financial reporting and the monitoring and evaluation of project activity.

Flute and music theory teacher - Freelance (2013-2021)

- teaching flute and theory students from beginners to post-degree level, giving individual lessons and running regular workshops, coaching groups of players of a mix of ages, abilities, backgrounds and levels of experience.

Secretary & Events Coordinator - British Flute Society (2018-2020)

- responsible for budgeting and financial planning for events, booking and liaising with venues and guest tutors/ artists, managing the booking system and running events on the day.
- Secretary to the Society's Council - arranging, attending and minuting in-person and virtual meetings, contributing to plans and strategies for the organisation, and researching funding opportunities.
- managing communications including emails to members, updating the website, contributing to and proofreading the Society's magazine.
- I set up a new volunteering scheme, recruited volunteers and acted as Volunteer Coordinator.

Volunteer - Social Research Association (2018-2019)

- I was a member of the SRA Northern region committee with responsibility for marketing and social media.

Volunteer - Music in the Round (2013-2019)

- administrative and research tasks, mailouts, front-of-house and page-turning. Updating Classical Sheffield website/ social media and sent out weekly listings emails.

Research Assistant - 'A Day In The Digital Lives' Project, Lancaster University (2018)

- analysing and summarising reports from research interviews on this EU-funded project, and compiling these into a published summary report.

Early Years Music Teacher - Rhythm Time (2014-2016)

- running music classes for children from birth to four years old and their parents, with associated admin.

eMentor and Project Administrator – 'Making IT Personal', The Sheffield College (2010 – 2015)

- mentor to volunteer Digital Outreach Trainers – providing guidance on IT training and supporting Trainers to undertake OCN qualifications.
- registering new participants, allocating to mentors, dealing with queries, maintaining records.
- creating online learning resources.

Marketing & Concerts Volunteer - Sheffield Chamber Orchestra (2014)

- set up and ran social media accounts for the orchestra; front-of-house management at concerts.

Scholarships Officer – University of Sheffield (2010-2014)

- responsible for the planning, coordination, administration and promotion of PhD scholarships, including programmes encompassing multiple institutions and international funding and placement schemes.
- managing University, Research Council and other externally-funded scholarship budgets (total value of several million pounds), supporting grant applications, financial reporting on scholarship grants.
- researching other external funding opportunities for students.
- supporting the planning and delivery of events and conferences for students.
- arranging and supporting meetings of University-level (senior management) Scholarship committees.

Treasurer/ Marketing Volunteer - Hazelhurst Community Supported Agriculture (2011-2012)

- maintaining accounts, producing financial reports, applying for funding, completing annual FSA and Charity Commission returns.
- attending committee meetings and contributing to the organisation's plans and strategy.
- managing website and social media.
- practical volunteering on the CSA's farmland.

Clerical Officer - Sheffield College (2006-2010)

- responsible for maintaining student and company accounts, invoicing, record-keeping, chasing debts.

Administrative Assistant - Medical Research Council (2000-2006)

- secretary to several committees.
- inputting purchase orders, monitoring budgets, financial record-keeping and reporting.

Qualifications

BA(Hons) Humanities - Open University

MA English Language (distinction) - Lancaster University

Higher National Diploma in Music - Edinburgh Napier University

Effective Mentor's Toolkit - OCN qualification in online mentoring

Recent Training

The 6 Dimensions of Leadership - course for emerging leaders (Enhancing Learning course 2021-22)

How to facilitate a difficult professional conversation (Enhancing Learning workshop 2022)

Making online events safe and accessible (Sheffield Creative Guild webinar 2022)

Project budgeting (Aim High Accountants Ltd workshop 2022)

Event Management in Tourism & Hospitality (FutureLearn 2022)

Effective Fundraising and Leadership in Arts and Culture (FutureLearn 2022)