

Name: Yvonne Christine Lynn
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Nationality: Australian Citizen

December 2011 – January 2012 (Freelance)

Sydney New Years Eve

Observatory Hill Site Manager – City of Sydney

Stake holder liaison, infrastructure bump in/out, staff supervision.

November 2011 (Freelance)

Harvest Festival

Bootleg Alley Venue Manager, Sydney and Brisbane

Site management - infrastructure and artistic elements installation for Bootleg Alley exclusive area. 2 x performance spaces - Backstage management and artist liaison.

Supervision of volunteer staff.

August 2010 to September, 2011

Venue Bookings Manager, Carriageworks Limited. - Full time position

Position made redundant due to company restructure.

Carriageworks is a multi disciplinary contemporary arts venue, supplemented with high-end corporate events - key duties

Liaising with potential hirers, regular clients and resident performing arts companies re bookings, charges and event planning. Site inspections and proposal preparation.

Allocation of Event Managers and hands on event management role when delivery team overloaded

Scheduling bookings of venue facilities, maintaining venue diary & occupancy schedules using EventPro.

Issuing hire contracts, preparing event settlements & liaising with finance dept regarding payments.

Revenue budget maintenance and forecasting.

September 2008 – September 2011 (Various Freelance roles)

Talent Development Project, Sydney August – Sept, 2011

Stage Manager – Morning Melodies, Campbelltown

Stage Manager – 2011 Graduate Concert, Entertainment centre

Motorex Exhibition, Sydney Showground July, 2009 - 2011

Front of House Management/Ticketing
Cashiers, cash /ticket audit & reconciliation – Motoractive

Fashion Sydney – Royal Hall of Industries, Sydney May 2009 - 2011

Front of House Manager /Ticketing & cashiers. Client – Single Market Events

Convenience & Impulse Convention & Expo, March 2011

Exhibition Manager

Bi-annual trade exhibition rotating between Sydney & Melbourne, Replacing the previous C-Store exhibition.

This service has been provided to C-Store since 1998.

Pre-exhibition administration and exhibitor support, online exhibitor manual, contracting of service providers, operational site management, scheduling, budget maintenance and compliance

FIFA International FanFest – Cockle Bay, Sydney June – July, 2010

Stage Manager – Great Big Events

Special Olympics 9th National Games – Adelaide SA April, 2010

A member of the volunteer production team for Opening & Closing Ceremonies.

Kids for Life – Fundraising Ball (Hordern Pavilion) March, 2010

Senior stage manager. – Kids for Life

Australia Day 2010, November 2009 – February 2010

Operations & Logistics Coordinator - Hyde Park, Client – NSW Dept of Premier & Cabinet

As part of the Operations & Logistics team my responsibilities covered the “look”, co-ordination, planning & delivery of event signage, writing of security brief, scheduling, rostering, traffic and waste management.

Set up & running of Australia Day Operations Centre.

Breakfast on the Bridge, September – November 2009

Operations & Logistics Coordinator/ Site Event Control
Client– NSW Dept of Premier & Cabinet

As part of the Operations & Logistics team my responsibilities covered the “look”, co-ordination, planning & delivery of event signage, writing of security brief, scheduling, rostering, traffic and waste management.

Set up & running of Operations Centre.

Event control position during event

Premiers Community, Consultations, – July – September 2009

Event Manager, Client– NSW Dept of Premier & Cabinet

A series of 16 meetings held by the Premier or Cabinet Ministers in various metropolitan & country locations with attendance ranging from 100- 500

patrons. Solely responsible for each event, venue and protocol liaison, catering, technical production, set up & dismantle and floor management during meetings.

Sydney Film Festival, March – July 2009

Production Manager, Client - Sydney Film Festival Limited

The Sydney Film Festival is a 12-day event operating in 3 cinema venues with multiple attached special events. Responsibility for the staging of the event and associated functions, working closely with the Technical Director, contracting of service providers, production budgets, schedules, staff/office relocation and onsite logistics.

Taste of Sydney – Centennial Park, March 2009

Project Manager/Ticketing & cashiers. Client – Brand Events Australia

AMP Annual Convention – Gala Dinner, SCEC Hall 3 January 2009

Senior Stage Manager. Client - Australian Business Theatre.

Auto Salon Final Battle – Sydney Showgrounds, December 2008

Front of House Manager/Ticketing. Client - Status Marketing & Events.

Autosalon is a public exhibition with an attendance of approx 10 -15,000 over a 2 day period. This service provided for Autosalon twice yearly from 2002.

TDP Stars of the Future Concerts, November 2008

Tour/Stage Management. Client - Talent Development Project
Concerts showcasing the rising stars from the Talent Development Project.

September 2008 – November 1996 – Flying Pig Productions Pty Ltd

Co-owner and working director of event design and production company with a compact corporate client base and providing contract event management services to the events industry.

A varied role, with involvement in a number of disciplines including; client liaison, event and project management, budgeting, logistics planning, stage management, operations & site management, front of house management, ticketing, exhibition management and many other areas, for both large and small indoor and outdoor events.

As well as the above event related disciplines I was responsible for client account management, general administration, and financial/business accounts.

Brief example of various Flying Pig clients/events.

C-Store & Forecourt 08 – Melb Exhibition Centre, July 2008

Exhibition Operations /Event Manager. Client - Berg Bennett Pty Ltd.

C-Store is a bi-annual trade only exhibition rotating between Sydney & Melbourne, This service has been provided for each C-Store exhibition from 1998. Pre exhibition administration, exhibitors manual, contracting of suppliers, operational site management.

Motorex Exhibition – Sydney Showgrounds, July 2008

Front of House manager/Ticketing. Client - Motorex Management.

Motorex is an annual public exhibition with an attendance of approx 10,000 over a 2-day period. This service has been provided for Motorex since 2004.

Timber & Working With Wood Show – Royal Hall of Industries, June 2008.

Front of House Manager/Ticketing. Client - dmg World Media.

Timber Show is an annual public exhibition with an attendance of approx 10,000 over a 3-day period. This service has been provided for dmg world media since 2004.

Optus On Show Awards Dinner – Overseas Passenger Terminal, May 2008

Senior Stage Manager. Client - Australian Business Theatre

National Balloon Festival – Old Parliament House Lawns, ACT, April 2008

Site Manager. Client - Out There Productions Pty Ltd.

National Balloon Festival is a 10-day event running from dawn each day until approx 11am. Weather permitting up to 50 balloons are launched on the site at dawn, returning later in the morning. The site also includes a breakfast marquee and entertainment stage with themed performances each day and an approx attendance of 1,000 – 3,000 people per day.

TDP Stars of the Future Concerts, April 2008

Tour/Stage Management. Client - Talent Development Project.

Concerts showcasing the rising stars from the Talent Development Project.

Celebrate in the Park – Canberra Day, March 2008 & March 2007

Event Manager / Event Site Control. Client, Out There Productions Pty Ltd.

Celebrate in the Park is Canberra's Birthday party, an outdoor event held at Stage88, comprising main entertainment stage, children's stage, food & wine vendors, stall holders & a variety of amusement rides for children & adults, with approx attendance of 35,000. Pre event administration, production schedules, contracting of suppliers, budgeting & client liaison.

The Australian Women's Weekly Taste of the Show Theatre Kitchen

Sydney Royal Easter Show March 2008. Project Manager. Client - R.A.S.

The Taste of the Show Theatre Kitchen comprises a demonstration kitchen, Good Drop Gallery stage, two presentation & interview areas and seating for an audience of approx 300 people. Flying Pig Productions designed the

space for the RAS from 1998 – 2008. My areas of responsibility were project management, client liaison, budgets, installation and dismantle.

The Australian Women's Stand Sydney Royal Easter Show, March 2008
Project Manager. Client - A.C.P. Magazines

The Easter Show stand sells show bags and publications. Flying Pig Productions designed the space for A.C.P. from 2005 -2008. My areas of responsibility were project management, client liaison, budgets, installation and dismantle.

Melbourne Cup Family & Community Fun Day – Canberra ACT, Nov 2007
Event & Site Manager. Client - Out There Productions Pty Ltd.

Melbourne Cup 2007 Family & Community Fun Day is an outdoor event held in the centre of the city, primarily to provide entertainment for children with the provision of a large outdoor screen to show the race. Various children's activities & rides, food vendors. Approx attendance 5000 - 6000 people.

National Australia Day – Fireworks Celebration Regatta Point, Jan 2007
Event & Site Manager. Client - Out There Productions Pty Ltd.

The Australia Day Fireworks Spectacular is held at Regatta Point with the fireworks on the lake & several rooftops surrounding the site in the evening. During the afternoon there is entertainment on a small stage erected in the lake and a full program of events take place on the lake, dragon boat races, Jet Ski demonstrations & a small boat parade. F111 flyover & afterburn. Approx attendance 100,000 people.

15th Asian Games, Doha, Qatar, November 2006
Sports Management (Shooting). Client - Great Big Events.
Scheduling, entertainment production, competition & results management.

Various contract positions within the events industry 1996 -1994.

Sydney Convention & Exhibition Centre. 1992 – 1994.

Initially employed as floor manager looking after onsite needs & requirements of clients during their tenancy in the venue. Promoted to Operations Manager responsible for the internal operations of running the venue. Logistical planning of exhibitions/ functions, creating and documenting operational and compliance procedures. Hiring, supervision & training of operations & front of house staff.

County NatWest Investment Bank – Internal Systems Administrator. 1987-1992

Maintain internal administration & dealing/trading room systems, user training & documentation writing.

Arthur Young & Co. – Internal Systems Production Supervisor. 1981-1987

Schedule & run internal Work in Progress/ Debtors batch system for all state offices. Supervision of data entry staff. Gradual migration to local area data entry, system procedures, documentation and training Australia wide.

Referees:

Chris Karstens – City of Sydney Tel: 9265 9549

Ian Weir - Carriageworks. Tel: 0418 112 557

Roderick Van Gelder - Stage Safety Pty Ltd. Tel: 0414 406 052

Robyn Philpot - Talent Development Project. Tel: 0412 044 109