

Katie Wood

Freelance Assistant Producer

07583573448 | katiemd11@gmail.com

I have worked in high pressure environments for numerous years having been involved in Drama groups in the past, staging several productions such as “Oklahoma!” and “My Fair Lady” whilst studying for a bachelor’s degree in Drama and working part time in retail. My work experience is in theatre, childcare, and retail; however, many of the skills I gained from these positions are transferrable to most positions.

Skills

- Training in the technical programs EOS and Q-Lab
- Experience with lighting and sound equipment
- Confident public speaker
- Confident working in teams and large groups
- Excellent communication skills, both written and verbal
- Proficiency in computers

Theatre Experience

Marketing Assistant and Content Creator

MakeTank | Kinder Exeter Festival | June 2021

- Assisting with the set up of the Kinder Exeter Festival
- Producing content for various social media
- Analysing social media data and engagement
- Writing blog posts for the Kinder Exeter website
- Attending events and making notes

Assistant Producer

Documental Theatre | February 2021 – June 2021

- Assisting with script editing
- Assisting with scheduling and budget sheets
- Assisting with marketing and promotion

Stage Manager

“Parliament” at Exeter and The Camden Fringe with Paper Swan Productions | June 2019

- Managing budgets and deadlines
- Ensuring that productions are running on schedule
- Prop resourcing
- Ensuring the safety of cast and crew
- Overseeing get ins and get outs
- Ensuring productions stay within the creative vision of the company and the director

Sound Assistant

“Sweet Charity” at The Lemon Grove, Exeter with the University of Exeter Footlights | June 2019

- Assisting the Sound Designer with the set up of equipment
- Placing mics on actors before and during the show
- Assisting with the sound check
- Assisting with get ins and get outs

Stage Manager

“Oklahoma!” at The Northcott Theatre, Exeter with the University of Exeter Footlights | January 2019

- Managing budgets and deadlines
- Ensuring that productions are running on schedule
- Prop resourcing
- Ensuring the safety of cast and crew
- Overseeing get ins and get outs
- Ensuring productions stay within the creative vision of the company and the director
- Managing and organising the wings before and during performances

Work Experience

Sales Specialist

Apple | August 2021 – Current

- Meeting targets and KPIs
- Store cleanliness
- Rearranging displays and general visuals for the store
- Training new starters and giving feedback to the team
- Till management, including the handling of money, opening and closing, refunds etc.
- Advising customers, building rapport and active selling
- Assisting in the management of the store

Team Leader

Superdrug | October 2020 – December 2020

- Meeting targets and KPIs
- Store cleanliness
- Rearranging displays and general visuals for the store
- Training new starters and giving feedback to the team
- Till management, including the handling of money, opening and closing, refunds etc.
- Advising customers, building rapport and active selling
- Assisting in the management of the store

Senior Sales Assistant

Fossil | October 2019 – March 2020

- Meeting targets and KPIs
- Store cleanliness
- Rearranging displays and general visuals for the store
- Training new starters and giving feedback to the team
- Till management, including the handling of money, opening and closing, refunds etc.
- Advising customers and building rapport
- Assisting in the management of the store

Education

BA with Honours Drama with a Study Abroad Year

University of Exeter, UK & Deakin University, Australia | 2017 – 2021 | Grade Awarded: 2:1

A Levels in Drama, Mathematics, Further Mathematics, Psychology (A-C)

The Corsham School | 2015 – 2017

GCSEs

The Corsham School | 2015 | Graded A-C (A in Mathematics, B in English)