

# Stephen Gow

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## EDUCATION & QUALIFICATIONS

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| <b>Diploma of Information Technology (Full Stack Web Development)</b><br><i>Coder Academy</i> | In Progress |
| <b>UX Design for the Digital World</b><br><i>Coder Academy (short course)</i>                 | 2023        |
| <b>Trivium &amp; Threefold Judging Accreditation</b><br><i>World Dance Sport Federation</i>   | 2022        |
| <b>Working at Heights (RIIWH5204D)</b><br><i>Loadwise Canberra</i>                            | 2019        |
| <b>Year 12 Certificate</b><br><i>Canberra College, ACT</i>                                    | 2006        |

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## SELF DIRECTED LEARNING

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| <i>Certified Ethical Hacker Part 1, Hays Online</i> | 2023 |
| <i>Salesforce administration, Online modules</i>    | 2022 |
| <i>Lightkey software</i>                            | 2022 |
| <i>Lighting, Rigging and Programming</i>            | 2021 |
| <i>Dubsado CRM</i>                                  | 2020 |

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## PROFESSIONAL EXPERIENCE

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| <b>QL2 Dance Inc.</b><br><i>Assistant to Artistic Director</i>   | 2017 – present |
| <ul style="list-style-type: none"><li>- Program management, coordination and reporting of choreographic projects, including developing forward work plans, overseeing scheduling, deliverables, outputs and reports.</li><li>- Taking initiative working under limited direction.</li><li>- Fluent in Microsoft Office Suite.</li><li>- Proficient with Mac OS &amp; Windows.</li><li>- Leadership and mentoring of contractors, junior staff and interns.</li><li>- Mentoring and supporting young choreographers including on collaboration, stagecraft, production elements, choreographic tools.</li><li>- Nurturing relationships, valuing individuals and differences in opinion and diversity.</li><li>- Sharing learning and supporting others.</li><li>- Facilitating annual projects, QLAP, Chaos, Giant Steps, Stepping Up, Hot to Trot &amp; On Course, including organisation, managing competing priorities and delivering key performance indicators.</li></ul> |                |
| <i>Technical Officer</i>   | 2019 - Present |
| <ul style="list-style-type: none"><li>- Proficient in Adobe Audition &amp; Premiere Pro</li><li>- Management of QL2 Dance's in house theatre.</li><li>- Liaising with technical staff, lighting designers and mechs.</li><li>- Rigging, plotting &amp; focusing lights.</li><li>- Stock assessment, lighting fixtures &amp; disposables.</li></ul>   |                |

*Acting Artistic Director* 2019

- Regularly represented my organisation at meetings and engagements with sponsors, third parties.
- Managing stakeholders and expectations, bringing together diverse views to reach a common object/outcome.
- Writing & submitting grant applications & acquittals.

*Canberra College – Artist in residence dance teacher.* 2022 –Present

- Developing class content, schedules, collaborations, and project planning, including performance indicators and measures of success.
- Managing students, including through formal assessment.
- Liaising with department staff & head of department.

**Project Beats Dance Studio** 2017 –Present

*Senior Instructor*

- Teaching.
- Classroom management.
- Choreographing.
- Judging Competitions & Events.

**Lilah Gow Makeup Artistry** 2016 –Present

*Administrator (Casual)*

- Set up & use of Dubsado CRM.
- Stakeholder engagement & onboarding clients through Dubsado CRM
- Stock management, ordering & tracking
- Financial Management.

**Chapman Family Medical Practice** 2016 –2018

*Medical Receptionist (Casual)*

- Use of Best Practice software
- Liaising with patients, doctors, hospital staff, including on sensitive and confidential information.

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## REFEREES

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**Ruth Osborne**  
*Artistic Director*  
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