

Nell Glasper

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Accomplished project manager with extensive experience of the creative sector and event management.

Professional Experience

Freelance Project Manager & Event Organiser

August 2011 — Present

- Project management of a 32-date tour for Australia-based group The Spooky Men's Chorale, overseeing a budget of £97,500. Responsibilities included:
 - Logistical coordination, including accommodation, flight booking and visa applications
 - Liaising with venues to finalise contracts, ensuring tour party and technical requirements were met
 - Acting as the central point of contact for all stakeholders and tour members
 - Producing a comprehensive tour schedule for the On-Tour Manager
 - Monitoring ticket sales and responding with targeted marketing
 - Managing the tour budget
- Creative development and management of 17 sold-out multi-venue singing workshops across the UK, each with upwards of 60 attendees. Negotiated the use of prestigious venues, and typically returned gross profit in excess of 80%. Responsibilities include:
 - Identifying suitable venues, negotiating rates, and dealing with contracts
 - Managing project budgets and accounts
 - Recruiting and briefing volunteers
 - Publicising and promoting events, and creating marketing materials
 - Communicating with suppliers, such as caterers and audio-visual hire
 - Overseeing bookings and responding to attendee enquiries
- Creation and oversight of Sound On Sound Presents — Q&A events with high-profile music producers. Responsibilities included:
 - Identifying and liaising with venues
 - Booking guest speakers and negotiating with artists' agents
 - Monitoring ticket sales and overseeing marketing
- Managing a tour for the dance company Morris Offspring. Responsibilities included:
 - Logistical coordination and accommodation booking
 - Identifying strategic marketing channels
 - Ensuring that venues met rider and technical requirements

Production Editor, Sound On Sound Magazine

July 2013—Present (part-time)

Sound On Sound is the world's leading music-technology magazine. It is published internationally and has a monthly circulation of over 40,000. Responsibilities include:

- Overseeing the entire editorial process and ensuring team members meet deadlines
- Proof-reading magazine content and signing off on all material for print and iPad editions
- Ensuring consistency of style

Columns Editor and Project Manager, Sound On Sound Magazine

August 2009—July 2013

- Planning content and commissioning articles
- Managing a team of freelance contributors
- Training and developing new authors
- Preparing articles for layout in InDesign
- Copywriting, copy-editing and music reviewing

Marketing and PR Executive, Greenhill Group Recruitment

March—August 2009 (fixed-term contract)

- Writing and designing marketing materials
- Implementing and maintaining social-media marketing
- Managing the company's marketing budget
- Ensuring the long-term viability of marketing campaigns, and mentoring other members of staff in the management of the marketing strategy

Marketing and Communications Executive, Consulting Tools Ltd.

June 2008—March 2009 (fixed-term contract)

- Managed the development of a new multilingual website
- Produced comprehensive support materials for the company's entire suite of products
- Helped to organise corporate events

Education & Software Skills

- BA (Hons) Media & Creative Writing, University of Middlesex, BTEC Foundation Diploma in Art & Design, three A-levels, and nine GCSEs
- Extensive experience of Microsoft Office and Adobe design software