

Qingshana Qi

Cross-cultural Arts Manager and Producer with 5 years of experience coordinating international theatre, film, and festival projects. Expertise in production coordination, grant writing, and bilingual (English/Mandarin) stakeholder negotiations. Proven success in securing funding (Creative Australia) and driving audience growth through digital campaigns.

EDUCATION

Master of Arts and Cultural Management
UNIVERSITY OF MELBOURNE

Melbourne | July 2023 – July 2024

Bachelors of Arts (Theatre Management)
CENTRAL ACADEMY OF DRAMA

Beijing | September 2019 – June 2023

PROFESSIONAL EXPERIENCE

PLAYKING PRODUCTIONS | PRODUCTION ASSISTANT

Melbourne | 2023 – 2025

- Coordinated end-to-end logistics for multiple projects (live performances, films, and documentary productions), including resource planning, scheduling, and cross-border negotiations (Australia-China).
- Managed project marketing and promotional strategies, developed engaging interactive social media campaigns.
- Provided essential administrative support through comprehensive meeting documentation and proactively securing creative funding, including a grant from Creative Australia.
- Translated creative briefs into actionable plans by liaising with directors, screenwriters, and actors; supported stage management and technical operations.
- Streamlined international travel for 8 team members: managed visas, accommodations, transport, and event scheduling for China tours.

BEIJING POLY THEATRE MANAGEMENT CO. LTD | MANAGEMENT TRAINEE Beijing | July 2022 - September 2022

- Managed operations across 5 departments at Wulanqiate Grand Theatre, including VIP liaison and performance group reception (China Philharmonic Orchestra, China National Acrobatic and Beijing Magnificent Culture Development).
- Revitalised social media presence: Grew Red Note account by 3,000+ followers and 20,000+ views; produced 5 promotional videos and hosted live streams for Music Season.

BEIJING COLOR CULTURE TECHNOLOGY CO. LTD | PUBLICIST ,SCRIPTWRITER

Beijing | 2019 – 2022

- Wrote the scripts for 30 episodes of Fluffy Planet (released on Bilibili, one of the biggest video platforms in China), 20 episodes of Wan Zi You Ling (Released on China Education Television)
- Grew social media followers by 20,000+; authored 30 promotional articles (100k+ total reads).

PROJECTS

LOVE'S UNIVERSE IS INSIDE YOU

PERSIAN MUSIC PERFORMANCE - PLAYKING PRODUCTIONS

Organised performances at the Melbourne recital center and the Aranya theatre festival in China.

HANDS ON: COLLABORATIVE EXHIBITION SHOWCASE

AN EXHIBITION AND ACCOMPANYING PUBLIC

PROGRAM IN THE GRAINGER MUSEUM - THE UNIVERSITY OF MELBOURNE

THE FLUFFY PLANET

SERIES OF PAPER CUTTING ANIMATED SHORT FILMS - BEIJING COLOR CULTURE

THE GOLDEN STREET

THEATRE PERFORMANCE - CENTRAL ACADEMY OF DRAMA STUDENT PRODUCTION

SKILLS

Languages: Native Mandarin, Fluent English

Technology: Microsoft Office Suite, Qlab, Photoshop, Canva, Procreate

Soft skills: Cross-Cultural Negotiation, Grant Writing, Budget Management, Social Media Strategy, Stakeholder Engagement