

# SAMANTHA MALLINSON

Samantha.m@live.com

07717 122211

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Creative, approachable and highly organised professional with a positive can-do attitude and excellent administration and managerial skills. Experience in operational, building and theatrical stage management.

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## Experience

### **11/2023-Present | Store Assistant**

*Aldi Stores, Longridge*

Duties and responsibilities include, but are not limited to:

- ❖ Connect with customers and colleagues at every opportunity in a positive manner. Enable customers to shop with ease, deal with customer complaints finding a suitable response or refer unresolved issues to direct leader.
- ❖ Rotate stock and merchandise stock efficiently checking quality and stock levels at all opportunities, whilst pushing to meet tight time targets to keep organisational running costs low. Inform leader of any H&S matters, due diligence policies and work in accordance with code of conduct.
- ❖ Operate tills efficiently and with 100% accuracy, adjusting scanning speed upon the needs of the customer whilst managing till queues to ensure every customer can immediately load at least 1 item onto the belt.
- ❖ Accurately record waste and understand inventory control striving to minimise all areas of stock loss and undertaking cleaning duties as required.

### **05/2023-11/2023 | Venues Manager**

*Stoller Hall/Chetham's School of Music*

Duties and responsibilities included, but were not limited to:

- ❖ Managing Front of House, Technical and Volunteer teams. Recruitment, training, staff development and succession planning, inductions for team members, checking staff rotas and payroll verification.
- ❖ Work along side the teams to achieve successful event planning and delivery including managing client relationships (particularly for conferencing and commercial activities), handling enquiries, providing quotes, advising on venue use, facilitating site visits and ensuring brilliant client and customer experience.
- ❖ Chairing weekly operational meetings to discuss event feedback, smooth delivery of events, planning, maintenance and any other points as needed and attend and contribute to other meetings as needed by the needs of the Venues.
- ❖ Operate in accordance with Chetham's policies and procedures including, Chetham's Child Protection and Safeguarding Children Policy Statements and to promote Chetham's School of Music, Chetham's Library and Stoller Hall in a positive and professional manner.

### **09/2020 – 03/2023 | Operations Manager**

*Eco Shoots LTD*

Duties and responsibilities included, but were not limited to:

- ❖ Being the principal point of contact for the business and, acting at a directorial level, communicating with clients, delivering exceptional customer service from first contact through to final feedback. Attend meetings, events or calls with, or on behalf of, the directors to explore new partnerships and relationships to further the reach of the business and its ability to make a difference in the industry.
- ❖ Line manager to the driving team including creating daily schedules, managing holiday entitlements, disciplinaries, organising training, timesheets and ensuring compliance with labour laws and regulations.
- ❖ Administration support for all operational tasks incl. quotes, PO's and invoices via Xero or CurrentRMS, delivery notes, tracking sheets for assets. Track assets and vehicles against bookings and maintenance schedules. Created an app for the driving team to capture the onsite data required by the business.
- ❖ Work on developing marketing strategies, using CRM practises to increase sales and visibility, manage the social media pages and email marketing to promote the business and products.
- ❖ Regularly assess the areas in which the company could improve its spending and review supplier activities at all stages to ensure costs are in keeping with budgets.

**06/2019 – 06/2021 | Building and Warehouse Manager***Bill Kenwright LTD*

Duties and responsibilities included, but were not limited to:

- ❖ Manage daily running of the building incl. supervising and monitoring the cleaning, maintenance, repair and development of equipment and building/grounds. Start and run budgets for daily running and maintenance, and for developing the stores into a larger operational facility.
- ❖ Implementing H&S, security and hygiene procedures for the building and making sure they are communicated to all staff and visitors including risk assessments and method statements. Stay up to date with COSHH regulations and make sure the correct storage, transfer or disposal is adhered to - items including explosives and pyrotechnics, weaponry, paint and scenic artist materials, carpentry and welding materials, flammable liquids and cleaning materials.
- ❖ Manage all assets within the building and use CurrentRMS to track and capture data making sure the inventories are always up-to-date. Co-ordinate and monitor the dispatch and returns of physical production elements, including being the licensed on-site forklift driver as needed.
- ❖ Crew management inc. scheduling, booking, training and arranging travel and accommodations.
- ❖ As the permanent member of staff in the building understand and maintain the company's policies and vision and be an example of them. Liaise with BKL office staff, production contacts, freelance staff, crew, suppliers and transport companies and attend meetings on and off site as needed.

**03/2017 – 06/2019 | Freelance Company Stage Manager/Stage Manager****09/2009 – 07/2018 | Freelance Assistant/Deputy Stage Manager***Cut and Mustard/ Marlowe Theatre Canterbury/ Bristol Old Vic/ Kneehigh/ATC/Lifelike Entertainments**Shakespeare at the Tobacco Factory/ Bristol Old Vic/ Kneehigh/Robert Fox LTD/Leicester Curve Theatre/ Playful Productions/ Clwyd Theatr Cymru/ Manchester Royal Exchange/ David Pugh LTD/ Old Vic, London/Cameron MacIntosh LTD/ Birmingham Rep Theatre*

Duties and responsibilities included, but were not limited to:

- ❖ Managing stage management teams, performing artists and production staff whilst on tour and/or in a venue including scheduling, disciplinaries, inductions, budgeting, management of petty cash pots, authorising timesheets, organising transport and travel arrangements and interviewing and hiring of new staff members.
- ❖ Running performances from the stage making sure that all is running smoothly, safely and in accordance with the directors artistic wishes or running performances from the prompt desk ensuring all lighting, sound, fly and automation cues are executed at the correct time and in a safe manner.
- ❖ Communicating with directors, general managers, producers, artists and designers to ensure the efficient running of the production from prep, through rehearsals and into performances.
- ❖ Creating and distributing schedules to all departments, working to tight deadlines to achieve high production standards.
- ❖ Writing and signing off on risk assessments for rehearsals and performances and implementing resultant H&S measures. Aiding the teams with maintaining hygiene standards and child safe guarding.
- ❖ When working in a venue I was responsible for assisting visiting acting companies, providing accommodation and information packs, welcome introductions and local information. For this role I was responsible for the stage management requirements simultaneously at the theatre and on tour locally, regionally, nationally and internationally.

**Education****09/2006 – 06/2009 | Bristol Old Vic Theatre School**

BA Professional Stage Management

**09/2004 – 06/2006 | Reigate College**

BTEC Performing Arts (Performance), A2 English Lit (C), AS Theatre Studies (B), NFCE Money Management

**09/1999 – 06/2004 | Howard of Effingham School**

11 GCSE's Grade A – C incl. English Lit., English Lang., Maths, Science, Music, French, Drama, Spanish.

**Qualifications**

- Full Clean UK driving license and able to drive van
- IOSH Training (Oct 2021)
- First Aid at Work Certificate (Feb 2020)
- Trained Fire Marshal (Feb 2020)
- NCASS Safe Food Level 1 (Aug 2018)
- Reach Truck Forklift License (LTT00256)
- DBS Checked (May 2023)

**Hobbies and Skills**

Yoga, theatre (especially musical theatre), walking my dog, playing squash and crafting.

**References available upon request**