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| Brigitte BEnnet  Spring Hill, 4000 · 0466 831 411  [brigittevtheatre@gmail.com](mailto:brigittevtheatre@gmail.com)  https://www.brigittevtheatre.com/ |
| **Brigitte is an enthusiastic and hardworking young woman aspiring to a career in staging within the creative arts. Brigitte entered the workforce at only 14 years of age managing the books for a small family business. Brigitte has worked across a variety of roles at different theatres & creative venues both through her university studies and through pursuing external opportunities.** Skills  |  |  | | --- | --- | | * Extensive experience and tertiary training in both theatre and events. * Excellent verbal & written communication skills * Fit and capable of lifting, carrying, and building | * Swift learner with a good attitude to constructive feedback * Significant customer service experience through paid and volunteer positions * Extensive administration experience | |

# Experience

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| Stage ManagerBrisbane Arts Theatre: 2023 *Hansel and Gretel*Running rehearsals and shows; sourcing and providing scripts & other necessary paperwork to cast & other stakeholders; facilitating communication between director and designers for set, lighting, costume and sound; moderating disagreements between stakeholders; creating all necessary management paperwork. |
| Event set-up and ticketingSunset Cinema: 2023| QUT: 2022 *Abstruse,* 2023 *Humanity Was Here*, 2024 *Standing By*Setup of space for patron use including seating, signage, and assisting with technical setup; monitoring during events to ensure patron safety; co-ordinating sale of rented seating items to event patrons; ticket scanning and directing of patrons; pack-down of event space; and assisting to coordinate safe and space-efficient storage of company property. **Queensland Ballet**  **Stage Management Secondment (Intern):** *Manon* September 2022 [COMPLETED]  **CASUAL THEATRE TECHNICIAN:** Beginning after completion of secondment, October 2022  Assist in sourcing, assembling, creating and repairing show props; prepare signage and assist in preparing paperwork; assist with ad-hoc stage management tasks. Assist in the preparation and running of productions and events, ensuring all technical requirements are met in a safe and professional manner; undertake different forms of staging work as required; Assist in carrying out maintenance of services and equipment at sites operated by QB. |
| Set DesignerThe X Collective: 2023 *Venus in Fur*| QUT: 2022 *Abstruse,* 2023 *Humanity Was Here*, 2024 *Standing By*Design both independently and within a team of set & set dressing components, combining collaborative creative ideas to ensure all parties were included in final product, preparation of preliminary design concepts for directorial feedback, adapting design to directorial and practical feedback, safe build of design components, sourcing of necessary scene component, setting of stage design under time pressure, answering interview questions for online article, quick adaption of design to work with unexpected venue obstacles, and additional venue setup for patron use. |
| **Stagehand/aSSISTANT STAGE MANAGER/Production Assistant**Queensland Show Choir: *Gala* 2021| The X Collective: *Leaves of Glass* 2022 | Brisbane Arts Theatre: 2020 *Dodger;* 2021 *The Thirty-Nine Steps, The Rainbow Fish, Snow White, Our House*, *The Witches*; 2022 *101 Dalmatians*; 2023 *Under Milk Wood* | THE LITTLE RED COMPANY: 2021 *Lord Mayor’s Christmas Carols, Christmas Actually, Festive Beats* |The Curators: *Shadows Of Love: A Triptych* 2022 | Caroline sparrow: 2023 *Indie Temple (TV Pilot)* Coordination of props; quick and correct scene changes; assisting actor quick changes; preparation of consumables; crafting & repairing prop and costume items; assembling/disassembling set; effective communication with various stakeholders; editing of documents to adapt to changes; ticketing and seating patrons; venue set up as required; marshalling of performers; ensuring own duties as a performer did not interfere with stage management tasks. |
| **events Volunteer**  **Abbey Museum:** *Abbey Medieval Festival* 2018 – 2023, *Regency Ball* 2018, *Christmas Market* 2019 | **Queensland State Library:** *Brisbane Writer’s Festival* 2019 | **Curiocity:** *World Science Festival* 2019 | **MS Queensland:** *Brissie to the Bay* 2018, 2022, 2023 | **Childhood Cancer Support:** *Christmas Gift Wrapping* 2019 – 2022 Assisting attendees, participants and/or stallholders wherever required; selling items to patrons, as well as assisting with cash counting and stock organisation & display behind the scenes; serving food & non-alcoholic beverages; friendly and effective communication with patrons, volunteers, and staff; and assisting in event set up. **Accounts and Administration Assistant**  **Edentech Pty Ltd** 2014 - 2017 | **Fitzpatrick Accounting** 2018 Entering and interpreting accounting data; compiling reports for client use; effective communication with a variety of stakeholders; general administration duties and office maintenance tasks; invoicing, receipts, and payroll; preparation of ATO reporting. Selected accomplishments include preparing Fitzpatrick Accounting records for a paper-free approach and improving accounts management at Edentech. |

**Current roles**

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| Administration & Bar StaffBrisbane Arts Theatre: 2024Serving patrons at theatre bar; assisting with office tasks & cleanup in preparation for theatre move; assisting patrons with telephone, email and walk-up ticket sales; assisting patrons & internal stakeholders with enquiries; assisting with management of internal communication & volunteer management through Discord; assisting with banking for theatre bar & ticket sales; completing stocktake and ordering tasks for theatre bar; other ad hoc tasks as required. **VIRID IFC PTY LTD & EDENTECH PTY LTD**  **Bookkeeper/Administration Officer, Office Handyman:** Beginning 2018  Completion of WH&S documentation; assembly and installation of new office furniture; co-ordination of move to new office premises; invoicing, receipts, and payroll; preparation of ATO reporting; training of new employees; and general office administrative tasks. Selected accomplishments include re-employment by Edentech to assist with the transition of their core business to Virid IFC, and movement of office space to new premises. |

# Education

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| Bachelor of Fine Arts (Technical Production)queensland university of technology 2020 – 2023 Study of live performance, including production procedures and theories of deign. Assessments include theoretical show roles, extensive theatrical paperwork, design presentations and practical show roles. Vision – Stage Manager and Concept Designer A 10-minute student production utilising sound, vision and lighting elements to simulate the effects of loss of vision. KRB221: Area X –Communications Manager, Set TeamAbstruse – Production Designer, Props Designer & Maker A student production presenting design projects inspired by the novel *Annihilation* by Jeff Vandermeer. The Woman In Black –Stage Manager, Props Designer A theoretical production requiring a design presentation for a proposed run, alongside paperwork necessary for production planning. Began as Props Designer and took on additional Stage Manager role at the unexpected departure of a team member. Legacy of Time – Technical CoordinatorHumanity Was Here – Production Designer An event taking over the Queensland Museum as a venue for an evening showcasing multiple artistic mediums from dance through to visual art through to art exhibitions of static objects. Standing By 2023–Set Team, Exhibit Designer Student showcase including an exhibit from every graduating student of QUT Technical Production for 2023. |

# QUalifications

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| BLue CardConstruction White CardResponsible Service of AlcoholProvide First Aid Incl. CPR |

# References

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| **Director Actress**  *Indie Temple* (TV Show Pilot) *Leaves of Glass*  *Shadows of Love* | Caroline Sparrow  Email: [caroline@choosedaystudios.com](mailto:caroline@choosedaystudios.com)  Phone: 0401 353 177 |
| **Actor Consultant**  *Dodger Multiple Productions* | Leah Mustard  Email: leah.mustard@bigpond.com  Phone: 0405 644 491 |
| **Current Employer**  Virid IFC Pty Ltd –*Administration & Office Handyman* | Ben Hinze  Email: [ben.hinze@viridifc.com.au](mailto:ben.hinze@viridifc.com.au)  Phone: 0416 635 841 |