

RESUME

MAX BARTLETT

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RESUME.

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EDUCATION/QUALIFICATIONS

University of New South Wales

- • **Diploma of Performing Arts *National Institute of Dramatic Art (NIDA)***
- • **Associate of Trinity College London – Music and Dramatic Art.**

AREAS OF COMPETENCE

Wide experience in Theatre Arts. Choreographic Skills. Production design.
Visual Arts experience. Musical knowledge Actor/Director
Television Producer Festival/Event creation and production.
Arts workshop presenter Script writing Media releases
Promotion/publicity creation Media launches preparation & presentation.
Obtaining Sponsorship Grant proposal preparation
Negotiation skills. Highly developed organisational skills.
Excellent communicator at all levels including multi cultural. Announcer/VO.
Handle multi tasks concurrently Meet deadlines. Skilled problem solver
Highly successful at Budget forecasting, creation and supervision – large and small
Ability to Work unsupervised and as effective Team member. Self-motivated.
Contract negotiation Staging/Technical requirements for Events
Volunteer staffing experience. OHS knowledge
Hiring of technical facilities and staff. Experience within Local Government
Experienced in Community consultation. Experienced in Staff management.
Excellent Presenter for all Media , Community, and Committee presentations.

EMPLOYMENT HISTORY

2006

Noble Park Community Centre .Events Project Worker.

Work on projects for the 50th Anniversary of the Centre.Liaison with Community groups, Local Business, and Service groups. Budgeting. Promotion of events. Setting up working committees of volunteers.Liaison with City of Greater Dandenong Council.

- Noble Park Art Exhibition
- Noble Park Community Expo
- Friends of the Noble Park Station and Gardens
- Movie in the Park
- 50th Anniversary Celebration and launch of the Memorial Garden

Perth Royal Show Entertainment Co ordinator. 8 day event.

Regarded as the largest community based event in Western Australia. Responsible for development of programmes for 8 areas of the grounds. Bookings artists. Working with Community Groups on displays. Preparation of Contracts Logistics of airfares and transport. Budgeting. Liaison with committee. Appointing and supervising staff and volunteers. Arranging all technical requirements. Supervising OH&S

2005

Noble park Community Centre. Events Project Worker

Work on projects for their 50th Anniversary. Liaison with community groups in the area and CoGD council.

- Launch of Art Boxes project

Sherbrooke Art Gallery and Society. Manager.

Customer service, Art Sales, Bookings for Art Classes, Phone enquiries, Reception duties, Daily Cash Balances, Setting up exhibitions, Supervising and Rostering volunteers , Promotion and publicity for gallery, Hosting opening of Exhibitions, Sourcing and making grant applications, Media liaison, Sponsorship, Chairman of Committee of Management.

2004

W.A. Fashion Week. Event Co ordination /Producer for 5 events over 8 days including Gala Awards and Myer parades.

Staging concept and design, Music selection and coordination Choreographer, Designer liaison, Model selection, Technical contracting and supervision including AV, Stage Director for event.

Festival & Events Co Ordinator for City of Greater Bendigo. Events included

- Bendigo Easter Festival. *Major Victorian Historic Event.* **Producer/Co ordinator.**

4 day event with large tourism attendance estimated at over 40,000

- Eaglehawk Dahlia and Arts Festival. 9 day event
- Heathcote Heart land Festival. 3 day event.

- Australia Day Ceremonies. 7 in one day.
Community Committee liaison and management, Seeking sponsorship (\$25,000 for BEF) and preparing proposals, seeking grants, Programming events, Contracting performers both professional and amateur, Contracting Technical facilities and personel, Transportation, Budget forecasting, preparation and supervision, Marketing events, Promotion and Publicity materials, Media liaison and launches, OH&S, Staging design, Councillor briefing and reports, Staff supervision (5), Volunteer staff supervision, Supervision of Council grants scheme, Servicing 4 Council committees including Festival and Events, Stage Direction at events, Weekly promotional radio programme presentation, Liaison with Tourism dept at local and state level.

2003

Festival & Events Co Ordinator for City of Greater Bendigo. Events included

- The Madison. *Cycling event drawing entries from interstate.*
- “The Longest Lunch”.

Duties as above

“Riches of Africa” –International Jewellery Awards. Public presentation for Anglo Gold, South Africa and Gold Week W.A.-. Event Director. (*Attendance 4,500*)

Client liaison, Staging design, Model selection, Music selection and supervision, Choreography, Stage Direction.

A Men’s Shed. Project Coordinator. *Unicare Neighbourhood House*

Create launch of project, set up of program for community based committee, Supervise activities, oversee construction work on premises, seek community partnerships in project, promotion and publicity of events, Council and Councillor liaison. Preparation of reports to committee.

Streeton, Roberts, McCubbin Art Awards Exhibition. Event Manager.

Sherbrooke Art Society.

Seek Sponsorship (Leader Newspaper, Shire of Yarra Ranges.), Organise volunteer staffing, supervise intake of art works, hanging, and sales, promotion and publicity, co ordinate the official opening, invite MP’s of the region. host the official opening.

2002

“Music for Everybody”- Music/Percussion Workshop for Knox Arts Council. Co ordinator.

Concept arising from Bells and Brass project. Creation of project. Booking venue and facilitator. Promotion publicity. Supervision of workshop participation.

Streeton, Roberts, McCubbin Art Awards Exhibition –Event Manager

As above

“Art in the Hills” –Events Co ordinator for Outer Eastern Library Board.

Concept creation. Liaison with outer eastern library board in partnership arrangement. Booking speakers and visual artists for demonstrations. Promotion/ publicity. Set up and Supervision of 6 events .

“Spring in the City” –Producer for Myer &Forrest Chase Traders Assoc. (WA)
Client liaison, concept design, production design, music selection and supervision of recording, Choreography, rehearsal layout, Event stage management. (Attendance 13,500)

W.A. Fashion Week . Event Co-ordination & Production.

As above

2001

“Bells & Brass”- Melbourne International Festival, and Arts Victoria. Regional Production Co-ordinator

Production liaison with Melbourne Festival director, Production Manager, Arts Vic reps, and Conductor. Rehearsal venue booking. Promotion and publicity for participants. Community liaison. Rehearsal calls and supervision. Selection of rehearsal assistants. Performance venue booking. Staging design. Artist bookings. Stage management of Preview performance. Transportation arrangements. Supervision of 260 local performers at Myer Music Bowl final performance. .
(Attendance 5,500)

Festival & Events Co Ordinator for Knox City Council. Events included

- **Knox Festival. Event Co-ordination & Production.** (Attendance approx.3, 000)
Creation and programming of events. Servicing Community and Council Committees. Promotion and Publicity for all events. Layout and design of sites. OH & S supervision. Booking Artists (professional and amateur). Preparation of contracts for technical requirements and performers. Public Liability insurance assessment. Booking all Technical facilities and venues. Liaison with Council depts. for facilities. Police and services liaison.

- **“Keepers of the Land” – An original musical spectacular for Federation celebrations. Artistic Director/ Event Coordinator**

Concept and design of production. Venue booking. Promotion and Publicity. Rehearsal schedules. Schools and community group’s liaison. Booking of professional artists and musicians. Booking all technical requirements and staff. Directed and Stage Managed entire production. (Cast 320) Attendance: (1 night only) 1200.

WA Fashion Week. Event Co-ordination /Choreography and Production

See above

2000

Festival and Events Co-ordinator- Knox City Council. Events included

- **Oppy Family Fun Ride** – community based event. Knox City Council

- **Carols by Candlelight.** *Artistic Director/Co ordinator.* Knox City Council (attendance 12,000)

Duties as above

Spring Valley Heritage Horse Ride Around Australia- Consultant/Event Co-ordinator WA. (Attendance 3,000)

Creation and co ordination of Gala evening centred on equestrian events, and co ordination of riders for WA sector.

1999

WA Fashion Week- Artistic Director/Producer. *Duties as above*

Channel 7 Telethon, Seniors Concert, - Co-ordinator/Artistic Director

Concept and production of event, Selection and contracting of artists, Stage director for event.

Perth Royal Agricultural Society- Entertainment/Events Manager (9th year)

(attendance av 420,000)

Responsible to CEO. Concepts, planning and staging of 10 days of events over 8 venues including main arena. Budget creation and supervision (approx \$500,000), sourcing, negotiating and contracting performers local and international, sourcing and contracting all technical requirements, staging, and infrastructure, sourcing and contracting staff and technical crew, preparation of publicity materials, scheduling all performances, organizing all transportation arrangements, OH & S, Liaison with committees of management, Liaison with essential services – police, ambulance, etc. Daily management of staff and events during run of Show.

OTHER EVENTS INCLUDE:

- **World Swimming Championships – Opening and Closing Ceremonies (Producer/ Event Co-ordinator).** 1998
- **World Reunion Anglo-Indian Association Opening Ceremony,** Burswood Resort Hotel -Event Co-ordinator/ Producer
- **Aboriginal Combined Association, Fashion Show,** Burswood. Producer.
- **World Golden Oldies Rugby Reunion – Final Night,** Superdome. Producer.
- **Hopman Cup – Gala Opening Night,** Burswood Showroom. Producer.
- **Department of Trade & Industry – Trade Show, Singapore.** Artistic Director.
- **Asian-Pacific Ballroom Dance Championships (including National Telecast),** Perth Entertainment Centre. Production Coordinator, and Director.
- **Telethon, Channel 7, (Producer) (5 years).**

PREVIOUS EMPLOYMENT

University of Western Australia

Manager/Producer for all UWA Theatre complex venues, responsible to Arts Committee.

- Di
- rector of numerous student productions ranging from Shakespeare to contemporary works, e.g. Kopit's "*Indians*".
- Assisted with the Festival of Perth production co-ordination and presentation.

- • Producer/director touring regional areas.
- • ABC radio education broadcasts.

Arts Council WA – Arts Access Program

Performing Arts Officer, worked in regional Western Australia; e.g. Geraldton, Albany, Telfer, Salmon Gums, Onslow, Port Hedland and Tom Price.

- • Organised workshops in performing arts or assisted regional communities with their endeavours in the performing arts. These included small-scale music and drama performances.

Television Work in Perth – TVW7

Senior Producer. 7 years

- • Gained first “C” Classification Children’s Program in the state.
- • Morning program, Variety/Chat Shows, Game Shows, 24hr Telethon.
- • Specials including 2 made for TV Feature Movies.

Television Work in Victoria - ATV 10

- • On air presenter/performer “*Magic Circle Club*” – **3 Logie Awards.**
- • Scriptwriter for over 300 episodes. Associate Producer of programs and documentaries