

Rosa Gray

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Personal Profile

I am an enthusiastic individual with a strong work ethic and high attention to detail. With excellent interpersonal skills and great self-motivation I thrive off of being busy, fully committing myself to projects that I'm passionate about and keeping everything thoroughly organised. With a high 2.1 Degree I have proven myself to be a determined, innovative, well time kept, problem solving individual with a creative flare. I am proficient in using Excel, Outlook, Word, Access, Photoshop, Website design (Wordpress, Wix, Drupal) Sibelius and Civi CRM. I am always eager to learn new skills, and push myself to the next level. I love gaining new experiences, meeting new people and never shy away from a challenge. I am a reliable productive team worker who can listen and take new things on board and often go out of my way to help others.

Current Employment Freelance Administration in Events, Marketing and Finances

Administrator for Time2Share- Disabled Children's Charity. 16 hours a week. August 2016- Present

- Monthly and quarterly reporting statistics to BANES council, Website on Drupal & Civi CRM development. Organising logistics, planning forms and speaking directly to families who book on to monthly groups and day trips and minibus.
- Answering phones, directing enquiries to the correct person, managing operations (Printer, phones, ink, post, back-ups) and general office admin and problem solving. Reporting to both the small charity's CEO and group of Trustees. Creating agendas, writing minutes, chasing outcomes.
- Managing the database, importing and cleaning data, maintaining organisation in folders, creating termly newsletters, sending out regular MailChimps, creating all promotional material for the charity. Social media, running fundraising campaigns, AGM's, Annual Reviews being the computer guru for the office.
- **January 2018:** *I was nominated & won the Best Disabled Children's Support NPO 2018 - South West England (2018 Social Care Awards, hosted by GHP).*

Finance and Marketing Administrator for The Bristol Community Big Band. April 2016- Present

- Treasurer for all finances, banking, maintaining up to date spreadsheets, chasing termly payment from members, paying venue hire, conductors and musician fees. Updating website, social media, creating feedback forms, following through the rebrand, informing band of any changes. Creating budgets, reports and ensuring we are on target. Termly meetings.

Freelance Self Employed Musician: Main projects: *The Rosa Gray Band, Dep Function Work, Jazz The Two Of Us (Jazz Duo), July 2013- Current*

- Band Manager for multiple projects. Securing contracts, festival dates, professional function hires. Communicating with clients by emails, phone calls, networking and meetings.
- Self released an EP physically and digitally on iTunes, Spotify in February 2017 & booked a summer tour for my originals band 'The Rosa Gray Band'.
- Creating, chasing and paying invoices, Completing tax return each year. Spreadsheets for monitoring.
- Organising & running rehearsal rooms, schedules for gigs and events, equipment and musicians.
- Website creation, design and maintenance on Wordpress and Wix.
- Self Promotion and marketing- Emails, business cards, social media, posters, blog.
- Continuing my self development as composer, performer & lyricist.

Previous employment

Administration, Event Bookings and Management, Logistics and Marketing for The SouthBank Club- Arts, dance and Community Venue. November 2016- July 2018

Booking events, classes and private functions for the venue, by responding to emails, over phone and meetings and tours in person with a large variety of clients. Managing booking forms for regular clubs and new functions, events logistics and the busy google calendar. I maintain communication with the bar manager and accountant of all booking changes, allocate jobs for the interns and computer support. I manage marketing and social media, website content, mail outs & creating posters. Organising, running and promoting the in house events; Christmas Market, New Years Eve, Arts Trail.

Finance Administrator at Head Office for National Windscreens- 3 week cover- July 2016

Data Entry of invoices, matching purchase orders and invoices, purchase ledger on SAGE, General Administration.

Receptionist for Kinneir Dufort Technology Centre May 2016- 3 week cover- June 2016

Answering phones, booking and setting up meetings, organising post and pick ups of parcels, sorting delivery notes and credit card purchases.

Copy Editor for The Real Adventure- May 2016 - Cow and Gate Baby Food Website

Finance Reconciliation for Language Services UK - March 2016 -4 months of data,1000 entries balanced successfully

Office Administrator + Volunteer Co-ordinator at St George's Bristol June 2014- July 2015

Point of contact for 100 strong volunteer steward pool, created rota for 250 concerts across 3 busy concert seasons per year. Delivered regular training sessions in H+S and customer service, Interviewed new volunteers.

Managed the maintenance of the building, liaised with all contractors from builders to electricians.

Created gardening, cleaning rota, completed daily building checks, fire alarm tests, took charge of all lightbulbs, the car park rota, water/ electric meters, heating and essential toiletry/ kitchen stock.

In charge of post entering and leaving the building, photocopier/internet/ phone problems, taking incoming calls, sorting the admin email. Looked after visitors, set up meetings. Cashed up merchandise sales. House managed concerts at the venue, took care of the artists. Chased contracts for upcoming events. Organised Bristol Folk Festival 2015 markets, food stalls, workshops, marketing, contracts, invoices, H+S procedures and decoration.

"You've been an outstanding co-ordinator for both people skills and efficiency; you're definitely someone going places!"

"Your communication skills are second to none"

- A selection of comments from the wonderful volunteers at St George's.

Concert Manager for Bath Guitar Festival- June 2013 and July 2015

Bar Supervisor at Bristol O2 Academy- November 2013- November 2014

House manager/ Front of House manager at St George's Bristol September 2013- July 2014

Office Administrator for Payroll at Thornbury Nursing Services May 2014- June 2014

Music Leader for 'Find Your Voice' October 2013- December 2013

Food and beverage server at Bath's BailBrook House Hotel July 2013- September 2013

Event Promoter and organiser for 'Our Big gig Hits Bath' - July 2013

BathSpa Live Bar tender, Box office and Steward October 2010- June 2013

Presenter/ Assistant Manager on SpaLife Radio December 2011- May 2013

Ambassador and Tour Guide for Bath Spa University October 2010- June 2013

Volunteering

Brownies ' Leader in Training' from January 2018, Oxfam Festival Office May 2016, Artist Liaison Co-ordinator for *Bristol Jazz & Blues Festival* 2015, Area Manager *Love Saves the Day* 2014, Area Manager *Veg Fest* 2014, Park Street Slide pusher, Artist liaison for *Bristol Jazz and Blues Festival 2014*, Artist Liaison and festival assistant for *Love Supreme Festival* 2014, Head steward for *Brecon Jazz Festival* 2014, admin assistant for the *SouthBank Bristol* 2014, *Colston Hall's Remix project* 2014, Animateur for *YC Banes project* June 2013, Assistant Concert Manager/Festival Assistant at Bath's International Music Festival 2011, 2012, 2013, *Bath's International Guitar Festival* 2013,2011, filming, editing and uploading Bath Spa Universities music concerts online Oct 2011- June 2013, *Bath's Saturday Morning Music School* 2011-12, stage crew and artist liaison at *Brisfest* 2012, front of house manager for *Bath Spa's Musical Showcase* 2012, 2 years at Oxfam, *Illuminate Bath* 2012, kitchen volunteer at *Julian's House* 2012, *The Gold Challenge* 2012, *The Bath Half Marathon* 2012, Marketing and Sales Research for *Strawberry Lantern Events* September 2011, Co-ordinator/Street team/Box office staff at Bournemouth's *Musicosity Festival* September 2011, Oxfam Steward Download and Reading Festival 2011, Poole High School's *ASDAN Residential Project* 2010, *Birds Hill* nursing home helper 2009, File and leaflet organiser at *Connections* 2008, tour guide for the *Russell-Cotes Museum* 2008, teacher assistant at *Hillbourne School* 2007 (2 week work experience)

Education and Qualifications

University 2.1 Degree in BA Music from Bath Spa University, graduated in 2013. Focused on Jazz Performance.

A Level Photography- B, Extended Project (As) -B, Art- C, Textiles- C, Music- C

GCSE **A** in History, Physics, RE and Art. **B** in Maths, English, French, Biology, BCS, Music and Chemistry.

First Aid Training 2014 (I am booked in to re-do this in July '18), Fire Training 2015

Gold Duke of Edinburgh, Gold Just V Award. Grade 8 flute, Grade 8 singing, Grade 5 Music Theory

Training

Risk Assessment Training 29/08/2018

Inclusive Play Training 04/07/2018

GDPR Training 24/05/2018

Safe Guarding Training 18/01/2018

Civi CRM Training 28/09/2017

Interests

Playing board games, solving murder mysteries, treasure hunts + geocaching, Wasgij Puzzles, all things music, dungeons and dragons role play, buddying seamstress, borrowing dogs from 'Borrow my doggy', reading, scrap booking, badminton, volunteering and dancing.