

Belinda Stuart

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Résumé

Profile

A successful Project and Production Manager with twenty years experience across multiple and varied national and international events. Proven ability to create and manage schedules and budgets, consistently bring projects in on time and on budget, lead and develop a team, solve problems and manage multiple projects and deadlines simultaneously. Excellent planning and organisational skills. Strong analytical skill and attention to detail. Effective communication and negotiation skills with a proven ability to work with all levels of government, clients and team. Basic knowledge of audio, lighting, vision, sets, staging & special effects. High level computer skills including MS Office, MS Access and MS Project.

Areas of Expertise

- Event Planning
- Timeline, Schedule & Program Development
- Budget Development and Management
- Production & Site Management
- Client Relations and Negotiations
- People Management & Leadership Skills

Key Event Experience

Projects Manager, September 2010 – current

Organisation: Compassion Services

Details: Development and implementation of special projects in this fast growing organisation. Current focus is on the web and social media; with a future focus on events.

Edenfest, Melbourne

Event Consultant, August 2008 – current

Event Organiser: Edenfest

Event Date: November 2012

Details: Event development and planning for an arts festival across the city of Melbourne.

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National Youth Ministry Convention 2007, 2009 & 2011, Gold Coast

Project Manager, September 2006 – current

Event Organiser: Churches of Christ in Queensland

Event Dates: 25 – 28 September 2007

15 – 18 October 2009

5 – 8 October 2011

Details: Working with the event director, development of and planning for the event. Development and management of the sponsor and partner programs and the associated Youth Ministry Expo. Planning and oversight of production.

World Youth Day Sydney 2008, Sydney

Production Manager, February 2008 – June 2008

Event Organiser: WYD 2008

Event Dates: 15 – 20 July 2008

Details: Working with directors from various departments, planned production elements for all aspects of WYD, from large outdoor events to small intimate dinners.

2007 World Police & Fire Games, Adelaide

Opening Ceremony Production Manager & Games Village Entertainment Manager, July 2006 – March 2007

Event Organiser: Out There Productions

Event Dates: 16 – 24 March 2007

Details: Developed production and logistics plans for the Opening Ceremony. Managed the production and site at Adelaide Oval and the entertainment program at the Games Village.

Melbourne 2006 Commonwealth Games, Melbourne

Venue Technology Manager, December 2005 - March 2006

Event Organiser: Melbourne 2006 Commonwealth Games Corporation (M2006)

Event Dates: 15 – 26 March 2006

Details: Finalised requirements for all stakeholders and completed the detailed Venue Technology infrastructure installation plans and schedules. Supervised Technology contractors and suppliers to ensure all technology equipment and services were implemented at and removed from the venue in accordance to plans, schedules and M2006 standards. Supervised the Technology workforce (staff, volunteers and contractors) at the venue.

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United States Pavilion, Aichi Expo 2005, Nagoya, Japan

Director of Production & Logistics, January 2004 – March 2005

Producer, National Day & Special Events, March 2005 – September 2005

Deconstruction Manager, September 2005 – October 2005

Event Organiser: Aichi USA 2005 World Exposition, Inc

Event Dates: 25 March – 25 September 2005

Details: Member of the design team for the pavilion and the show. Developed and managed the production timeline & operations schedules. Prepared the pavilion budget for the Chief Financial Officer. Working with the Pavilion Director, developed contracts and agreements for suppliers of pavilion operations e.g. Telecommunications, Security and Cleaning. Prepared documentation for staff visas and staff, contractor and visitor accreditation. Prepared apartments for staff, contractors & pavilion guides. Key Providers: Hollomon Architects, Tanseisha Co. Ltd, George P. Johnson & BRC Imagination Arts.

Working with the Executive Producer, created and implemented the National Day program including the Official Ceremony. Liaised with the Expo Protocol department re BIE (Expo governing body), VIP and security requirements. Managed production requirements and appointed key suppliers and personnel. Developed wet weather plans. Featured Programs: Grand Opening Parade, National Day Official Ceremony, Global Common 2 Stage Entertainment and the Mid-Afternoon Performance. Featured Artists: Sesame Street, Daniel Rodriguez, USC Trojan Marching Band & VOENA Children's Choir.

Working with the Takedown General Manager, planned and implemented the takedown of the pavilion. Consulted to the Finance Director re inventory, database and sale of show systems. Developed and managed takedown schedule.

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2004 AMP Financial Planners Off-shore Conference, Colorado Springs, USA

Production Manager, May 2003 – April 2004

Event Organiser: Showcase Events

Event Dates: 19 – 24 April 2004

and

AMP Financial Planners National Conference, Sydney, Melbourne, Canberra, Brisbane

Production Manager, October 2000 – February 2004

Event Organiser: Showcase Events

Event Dates: Held annually in January

Details: Attended site visits to review the venues and identify local suppliers. Created stage, room and site overlay plans. Prepared specifications and selected and contracted suppliers for production elements. Managed implementation of production requirements. Program Components: plenary sessions, workshops, meetings, recognition lunches and gala dinners.

An Australian Christmas at Darling Harbour, Sydney

Production Manager, October 1995 – December 2001

Event Organisers: Out There Productions & Mary Lopez Productions

Event Dates: Held annually in December

Project Details: Planned, scheduled and implemented production and site components including audio, lighting, set, staging, fencing & barricades, tents, temporary seating and security. Liaised with Wesley Mission and the Darling Harbour Authority. Prepared site layouts & seating plans. Scheduled and coordinated the logistics for the cast and crew of over 600 performers, an 80 piece symphony orchestra, a 400 voice choir & 100 animals.

Goodwill Games Brisbane Opening Gala, Brisbane

Director of Production, January 2001 – August 2001

Event Organiser: Goodwill Games Brisbane

Event Date: 28 August 2001

Details: Working with the Producer, designed, developed and delivered the production overlay including audio, lighting, vision, staging and special effects. Located and prepared rehearsal venues. Managed and installed backstage facilities to cater for the 2,000+ people involved in the event - tents, fencing, cleaning, waste facilities and amenities. Organised and coordinated transport, catering, medical facilities and security for the event. Working with the Producer, recruited 200 volunteers. Featured Artists: Vanessa Amorosi, Queensland Youth Symphony, Adrian Ross, Leah Purcell, The Mills Sisters, Graeme Connors, David Campbell, Keith Urban, Human Nature, Karin Schaupp, Killing Heidi, Debelah Morgan, Tali, Michael King, Kaylan, Miriam Gormley, Shelli Gilhore, Bardot & The Corrs.

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Olympic Football Gala Opening Ceremony, Melbourne

Event & Production Manager, May 2000 – September 2000

Event Organiser: Out There Productions

Event Date: 13 September 2000

Details: Successfully negotiated with the Department of Sport & Recreation Victoria, SOCOG, the Melbourne Cricket Club and the MCG to ensure the smooth-running of the event. Developed and managed logistics plans for the staging of the 15 minute ceremony between two matches - taking 7 minutes to pre-set the staging & cast and 5 minutes to clear the field. Managed and implemented logistics and production elements. Featured Artists: Taxi Ride, Adrian Ross & Marina Prior.

Rugby League Grand Finals, State of Origin, Double Header, Anzac Day Test, Sydney, Brisbane

Production Manager, July 1999 – August 2000

Event Organiser: Out There Productions

Event Dates: Between September 1999 and August 2000

Details: Managed and co-ordinated the production and logistical elements for pre-match and half-time entertainment, post-match presentations and precinct activities. Located and prepared rehearsal venues.

Network 21 Seminars & Weekend Events

Sydney, Melbourne, Brisbane, Perth, Canberra, Newcastle, Launceston and the Gold Coast

Producer / Director, January 1997 – February 1999

Event Organiser: Network 21

Event Dates: Between January 1997 and February 1999

Details: Designed and implemented program and production elements for one day seminars and weekend events. Directed the making of promotional videos for the events and 'highlights' videos throughout the weekends.

UNESCO Honour Day Celebrations, "A Salute to a Culture of Peace", Expo '98, Lisbon, Portugal

Production Manager, August 1998 – September 1998

Event Organiser: United Nations Pavilion

Event Date: 27 September 1998

Details: Managed and coordinated production elements for the UNESCO Honour Day flag-raising ceremony and the official visit of UNESCO Director-General, Federico Mayor, to the Expo. Co-ordinated and liaised with Expo authorities, Expo venues, local suppliers and national Pavilions for the all-day concert at the Ceremonial Plaza. Managed the staging of the 'Parade of Cultures' through the streets of Expo. Integrated the special audio-visual show, 'Face of the Nations', onto the huge inflatable balloon which was part of Acqua Matrix, the nightly multi-media extravaganza on the water.

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United States National Day Celebrations, Expo '98, Lisbon, Portugal

Production Manager, April 1998 – June 1998

Event Organiser: United States Pavilion

Event Date: 14 June 1998

Details: Managed and implemented the production for the National Day Official Ceremony. Managed, implemented and called the show for the Symposium for members of Congress – audio, lighting, vision, staging, and a live satellite link back to underwater in the United States. Coordinated and liaised with numerous venues around the Expo site, local suppliers and local and international artists re production elements to stage numerous entertainment programs. Supervised crew and volunteers. Featured Artists: Project Bandaloop, The Ministers of Music, River Road , Foxwoods Dance Troupe, U.S. Navy 6th Fleet Band, Big Nazo, Up with People, Sara Tavaris, Rui Veloso & B.B. King.

Education

University of Technology, Sydney, NSW

Master of Project Management, 2009 – 2011 (expected completion date, 3 years part-time)

Australian Red Cross, Sydney, NSW

Red Cross International Humanitarian Action Training Course, 2009

State & Regional Development NSW, Sydney, NSW

Art Start Business Mentor Program, 1996–1997

TAFE NSW, Crows Nest, NSW

Advanced Certificate in Computer Based Courseware Development (Distinction), 1994–1996

Macquarie University, Sydney, NSW

BA, Mathematics, 1977–1980