



# NATALIE RICHARDS

Creative Producer & Executive Assistant

## I AM

passionate about the arts and believe connection through story telling is integral in raising the vibration of the human collective conscience. My greatest talent is helping people feel at ease and inspiring them to be their best selves. This is what makes me an exceptional creative producer and stakeholder relationship builder.

## ABOUT ME

- 13 years experience in the theatrical/live entertainment industry
- 6 years executive support experience
- Adept at managing competing demands, setting priorities & meeting tight deadlines
- Excellent written & verbal communication skills
- Fluent French speaker
- Team player, personable, bright, and energetic
- Advanced Microsoft Office skills; Word, Excel, Powerpoint, Outlook
- Proficient with Mac
- Contract negotiation skills & experience
- Budget management
- Self-driven, genuinely flexible & adaptable
- Ensures effective use of CEO time
- Passion for business strategy
- Night owl, brain works best after 10pm

## REFEREES

### PROFESSIONAL

**John Winter** - CEO

ARITA

[jwinter@arita.com.au](mailto:jwinter@arita.com.au) | 0414 533 133

**Fraser Corfield** - Artistic Director

Australian Theatre for Young People

[ad@atyp.com.au](mailto:ad@atyp.com.au) | 9270 2400

**Danielle O'Keefe** - Artistic Director

The House That Dan Built | 0405 711 947

[danielle@thehousethatdanbuilt.com](mailto:danielle@thehousethatdanbuilt.com)

### PERSONAL

**Aaron Beach** - Executive Director

Belvoir Theatre | 9698 3344

## CURRENT & PRECEDING ROLES

### EA to Executive Director People & Government, Director Strategic Engagement, and CFO

*Sydney Opera House* | December 2021 - current

### EA to CEO

*Australian Restructuring Insolvency & Turnaround Association (ARITA)* | July 2019 - November 2021

- Liaise directly with Board, Committee members, internal & external stakeholders including government bodies
- Run team meetings in CEO's absence
- Assist with producing & running national and state conferences
- Organise staff lunches and events
- Manage company Zoom and Vimeo accounts, edit videos
- Updating website content
- Responsible for annual Precedent contract renewals

### Creative Producer

*The House That Dan Built* | Jan 2016 - June 2019

- Negotiating & contracting for productions including venues, suppliers, artists and musicians
- Timetabling rehearsals
- Ensuring delivery of project within budget
- Liaising with young performers, their parents, schools and AV artists.
- Project management of fundraiser and opening nights. 2019 major fundraiser raised \$50,000
- Posting social media
- Sourcing applicable grant applications and ensuring timely submission, drafting grant application copy, acquitting successful grant applications
- Ensuring emotional well being of young artists during rehearsals and performance
- Increase presence in the community - IRL & online
- Organising and delivery of regional workshops

## EDUCATION

**Siren Theatre Co, Kate Gaul** - Directing | 2009

**Jacques Lecoq International School of Theatre, Paris**

Professional Course Theatre Making |2004 - 2005

**The Method Studio, London**

Stanislavski Acting Technique | June - August 2002

**Actors College of Theatre & Television**

Certificate III in Theatre Performance & Practice |2001

## PREVIOUS ROLES

### Co-founder and Director

*Bloodfest Kids Horror Film Festival | 2017 - current*

- Overseeing and maintaining Bloodfest FilmFreeway profile and liaising with their representatives in Canada.
- Approving final copy for Bloodfest website before publishing.
- Approving all final copy on promotional materials.
- Corresponding with filmmakers from all over the world.
- Selecting finalist films to be entered into the Festival.
- Organising and delivering annual Red Carpet Gala at Event Cinemas. - Budget allocation for Red Carpet Gala.
- Liaising with celebrity agents.
- Inviting and welcoming celebrities to Red Carpet Gala.
- Creating content for social media.
- Posting social media.
- Creating content for filmmaking workshops and delivering workshops - Engaging specialist artists for workshops eg) makeup artists and special effects artists.
- Servicing relationships with Bloodfest fans and community.
- Engaging schools to take part in Bloodfest and corresponding with Head Teachers of Drama departments and/or the Principals.
- Establish and service sponsorship relationships (including Sydney Opera House, the Australian Film, Television & Radio School (AFTRS), Museum of Contemporary Art (MCA), Australian Cinematographers Society, Rode, BlackMagic, Parramatta Riverside Theatre).

### Co-founder and Director

*Action Atelier, Youth Drama Group | 2007 - 2019*

- Teaching drama skills
- Producing & directing two shows per year
- Devising & producing show for annual entry to Parramatta Riverside Theatre's national play competition

### Producer

*Sydney Living Museums | April 2017 & 2018  
(Contract for Convict Escapades project)*

- Designing Audition notice
- Advertising for young performers within schools and my own networks
- Creating audition timetables
- Confirming auditionees
- Assisting Director with casting decisions
- Notifying all applicants of audition outcome
- Creating rehearsal and production timetables
- Assisting the Director
- Liaising between the Director and Sydney Living Museums staff
- Ensuring well-being of cast and crew
- Point of contact for young performers and their families

## PREVIOUS ROLES CONTINUED

### Director, Tutor & Drama Program Creator

*Montessori East | 2008 - 2020*

- Plan and deliver drama programs for after school Drama Club and holiday workshops
- Plan and deliver French Drama program - learning French through drama activities
- Emotional well being of students
- Direct end of term productions
- Hire tutors
- Payroll for tutors

### Director - One Flew Over the Cuckoo's Nest

*St Ignatius' College, Riverview | 2019*

- Run auditions and cast
- Schedule rehearsal timetable
- Collaborate with set, lighting & costume designers
- Stick to tight budget
- Negotiate sound designer's contract
- Approve program

### Producer

*Midnight Theatre | 2008, 2011, 2014*

- Sourcing and securing rights to Grand Guignol plays
- Sourcing independent venues & negotiating hire agreements
- Casting
- Promotion
- Budget, insurance & payroll

### Producer & Director

*Short & Sweet Festival - Newtown Theatre | 2011*

- Save Draft by Rachael Coopes (won People's Choice award)
- Masque of the Red Death by Edgar Allen Poe (adapted by Alex Broun)

*Griff Fringe Festival - Griffin Theatre | 2010*

- Two Women by Rachael Coopes

### Tutor and Ensemble Facilitator

*The Australian Theatre for Young People (ATYP) | 2006 - 2012*

- Plan and deliver performance skills workshops, including:
  - \* HSC Shakespeare
  - \* Commedia dell'arte
  - \* Physical theatre
  - \* Devising
  - \* Acting for film
- Devise and direct ensemble performances