

Event Concept

Senior Production Manager/Snr Account Manager
(Feb15-July20)

Wonderland Events

Project Manager/Production Manager
(Sep13- Jan15)

SAIL (Silent Associates Internationl Ltd)

Project Manager/Technical Production Manager
(Sep12-July13)

WRG

Stage Manager London Olympic Torch Relay
(May12-August12)

Various

Production/Stage Manager/Jnr Events Manager
(2010-Present)

PROFESSIONAL STATEMENT

The event industry covers a large ground of disciplines, I am of the strong belief that in order to be able to successfully deliver premium, quality work a project manager should be more than familiar with as many of these as possible. It is this conviction that has led me to spend over ten years working closely with all parties whilst successfully delivering over nine hundred events for some of the most recognised brands in the world.

I'm a passionate, confident and focussed producer and PM with experience ranging from festival production management and design to experiential and corporate. Additionally, six years' close work with software including AutoCAD and Vectorworks allows me not only to work with designers but develop technical drawings, renders and floorplans utilized by many of the industry leading agencies.

Name

Matthew Wallace

Address

London
SE1 4GU

Phone

+44 (0) 7740 106 864

Email

Matt@m-live.co.uk

Website

www.m-live.co.uk

Liscenses/Qualifications

Full UK Driving License
Powered Access License 3a3b
Event First Aid Level 2 inc Defib (St Johns)
Full H&S Training (PSA)(SPA)
Public Health Preparedness for Mass Gatherings

EMPLOYMENT SUMMARY

- Key account manager for key London venues including development and client liaison at Sky Garden.
- Technical consultant, advising both venues and clients on event possibilities and restrictions.
- Account manager to 40+ high level accounts including EY, UBS, Unilever
- Development of client relations.
- Producer to over 300+ events
- Lead negotiations with venues and suppliers.
- Total budget management
- Overall delegation of all Event Concept staff, suppliers and venue on-site.
- On-site health and safety management.
- Working alongside creatives to design, develop and deliver creative briefs.
- Construction of RAMS, Schedules, costs and plans.
- Receiving and responding to client briefs.
- Working with creative departments to design and create the event concept.
- Liaising with the client to tailor all elements of the event.
- Creating detailed floor plans, production schedules, contact sheets and all relevant documentation including health and safety to distribute to relevant departments.
- Briefing and managing new and existing suppliers on and off site to ensure quality and cost effectiveness through negotiation.
- Overseeing the delivery of events on-site.
- Looking after all budgets and costings recording any changes and additions.
- Logistics plans.
- Generating detailed technical plans. (CAD)
- Meeting with suppliers on-site prior to install.
- Creating all production schedules/contact sheets.
- Creating and sharing site and crew info packs.
- Managing suppliers on/off site.
- Production managing on-site delegating to suppliers and overseeing logistics.
- Comparative costing to ensure maximum efficiency.
- Liaising with all acts for 70 shows back to back over 90 days.
- In charge of all stage movement and technical requirements for bands including, Labrinth, Wretch 32, Emile Sande and more.
- Adjusting the show running order each morning according to the local entertainment and torch timings.
- Communicating with LOCOG and police officials to ensure timings of the torch delivery were inline with the show.
- Scheduling rehearsals for every show.
- Gorilla Events (2012-2016) - On-site production
- Paralympic Torch Relay Committee (2012) - Stage Manager
- WRG Qatar (2010) - Jnr Events Manager

TECHNICAL AND GRAPHIC DESIGN

Expert in a range of CAD packages | Fully trained in 2D and 3D design.

Highly skilled in multiple software packages all owned and licensed

AutoCad - Expert



Adobe Illustrator - Skilled



Vectorworks - Expert



Final Cut Pro - Advanced



Adobe Photoshop - Advanced



After Effects - Advanced



Adobe InDesign - Skilled



Microsoft Office - Expert



SKILL SET

Producer

Ability to manage large teams of people.
Confident working with all budget sizes.
Keen attention to detail in all stages of delivery.
Full understanding of all elements involved in a succesful event.
Liaising with clients to deliver a polished event from concept through to delivery.
Calm and forward thinking in all situations.

Stage Manager

Full understanding of band setups.
Excellent communication skills.
Heightened sense of timings.
Highly organised.

Production Manager

Technically trained in audio, lighting, video & set design.
Design and construction of bespoke and existing event structures.
Finding quick solutions and adapting to work in different enviroments
Enjoy new challenges
Experience in live event, band, exhibition, public and private events.
Good relationship with a large variety of leading suppliers.
Organised and efficient with the use of precision detailed schedules, timelines and plans.

Show Calling

Extensive experience calling live event shows.
High understanding of timings and content.

EDUCATION

The Henley College (2007 – 2009)
2 AS & A Levels: Business, Music Tech.
John Hampden Grammar School (2002 – 2006)
10 GCSE's Grade A-C