

## Curriculum Vitae

---

Dan Marks

### Dan Marks

Production • Project Management • Technical • Finance • Operations • Marketing • Organisation

NOTE: This CV Has Been Limited For Security – Please Contact Me For A Full CV.

Email: dan@danmarks.co.uk

Current Employment: Self-Employed: Dan Marks Event And IT Management

Trustee of Charity – Creative Youth Network

A centre of excellence for aspiring young people within the Arts.

### Personal Profile

I am a hard working, highly motivated and organised individual who is dedicated to my future career and responsibilities. Being an experienced problem solver, I am capable of working well both within a group and on an individual basis, as I work calmly under pressure and able to meet deadlines. I enjoy networking, meeting new people, and learning new skills. I am a good communicator, who prides myself in expressing my ideas in a clear and detailed manner.

### Education

**July 2011 Phoenix Health & Safety**  
NEBOSH General Certificate in Occupational Health and Safety (Distinction)

**Sep 2009 – Present University of Glamorgan BA [Hons] Event Management**

#### Year 3 Modules (Plus Dissertation):

Employability & Professional Development Strategic Issues In Events Management  
Contemporary Issues In Tourism Innovation Management Place Marketing & Branding

#### Year 2 Completed Modules:

Managing People And Organisations In LSTE (64%) The Leisure Environment (80%)  
Managing Visitors For Sustainable Development (67%) Research In LSTE (71%)  
Planning, Staging And Managing Events: Theory And Practice (73%)

#### Year 1 Completed Modules:

Developing Skills For Management (81%) Leisure In Society (66%) Events In Practice (84%)  
Managing Finance For LSTE (91%) Understanding Tourism (64%) Marketing For LSTE (80%)

**Sep 2007 – June 2009 John Cabot Academy Sixth Form College**

A2 Information Communication Technology (A) A2 Media Studies (A)  
BTEC Certificate In Technical Theatre (Distinction) A2 English Language (A)

**Sep 2002 – June 2007 John Cabot Academy Secondary School**

Level 2 Award In Digital Application (A\*) GCSE Media Studies (A\*) GCSE English Literature (A\*)  
GCSE English Language (A) GCSE Food Technology (A) GCSE Mathematics (A)  
GCSE Biology (A) GCSE Chemistry (A) GCSE Physics (B) GCSE German (C)

### Awards

October 2009 Philip Lawrence Award – Awarded for projects that improve the lives of others  
April 2009 South Gloucestershire Volunteer of the Year Award 2009 (V Involved)  
September 2008 V50 Award (V Involved – awarded for over 50 hours of Volunteer work)

## Work History

### **WOMAD Festival Charlton Park, UK & Abu Dhabi, UAE**

#### **Current Site Production Assistant & Procurement System Developer**

My role involved being part of the site production team in Charlton Park looking after a site with over 40,000 festival goers. Based on site within the site office, for twenty-two days, I coordinated responses to site related problems. My role also included, handling petty cash and contractor enquires as well as assisting with the management of procurement, deliveries, crew and site infrastructure and the coordination of contractor health & safety documentation.

In 2010, I was asked to develop an internal, networkable, site procurement system to manage the purchasing process for the site infrastructure, health & safety information, staff and resources. I continue to work for WOMAD on a freelance bases, supporting and developing the software.

In 2011, I was asked to join the WOMAD team in Abu Dhabi, UAE, where I performed a similar role on the 40,000 capacity festival on Abu Dhabi's world famous Corniche Beach.

### **Self Employed**

#### **Current Production & Event Manager**

I have managed a vast array of events from youth art festivals to theatre performances. The work has included the management of high profile events such as Jenson Button's Freedom of Frome, Cirque Bijou's Harbour Festival area, Schumacher conferences and Youth 4 Youth Outdoor Music Festivals. As production manager my tasks have varied from crowd and safety management to infrastructure, technical, stage and finance management, managing large budgets and grants. I have also been responsible for marketing and sponsorship of festival events and booking of artists. Previous clients include Creative Youth Network, Frome Council, Cirque Bijou & Bristol City Council.

### **Glamorgan Conference Services**

#### **2010 Conference Assistant (Part Time)**

My active role involves taking booking enquiries, dealing with delegate relations, and assisting conference co-ordinators with events. During this time I have worked as part of team and consistently collaborated with the conference team members, working a wide range of shifts including evenings and weekends. Most recently I have coordinated a campus wide event, designed the centres marketing materials, and administered the centres networked booking software.

## Skills

Software Experience – Advanced Skills In The Following Packages:

Adobe Dreamweaver

Adobe Fireworks

Adobe Flash

Adobe Premier Pro

Adobe Photoshop

Cast Soft WYSIWYG

Microsoft Office 2010 PC

Microsoft Office 2011 Mac

Microsoft Project

File Maker Pro Advance

Business Careware CABS

Sage Act

## References

Please ask for a full CV to view references.