

CLARE RICHARDSON

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COORDINATOR, PLANNER,
FACILITATOR, WRITER,
RESEARCHER

EXECUTIVE SUMMARY

I'm a born coordinator, well within my comfort zone with research, editing, facilitation, managing budgets and hosting clients. I am extremely experienced in roles where discreet support is required. I seek further focus for my unique set of skills, professional growth, and the confidence and space to test my ideas. I'm also really good with people and I find that people are really good with me too.

AREAS OF EXPERTISE

- Event Coordination
- Research
- Client Management
- Logistics and Planning
- Facilitation
- Copywriting

PREVIOUS EDUCATION

OHS Oral History Training

Oral History Society
2021

Open University

BA in Politics and History, ongoing

- Investigating the Modern World
- The Arts Past and Present
- The British Isles and the Modern World, 1789-1914

LCATE Training

GDPR Employee Awareness Certificate,
2019

Michigan Department of Health

Fundamentals of Alcohol and other Drug Problems, 2002

OTHER ROLES

- Trustee of The Fisher Theatre, Bungay
- Former Trustee of 'I Made This' - a children's media charity
- Former Facilitator and Interviewer for an NHS reminiscence project
- Fundraiser and Coordinator for children's art and film events
- Volunteer Gallery Coordinator at The Fisher Theatre, Bungay
- Former Volunteer at The History of Advertising Trust
- Recipient of a Millennium Fellowship for a video project in 2000

CAREER SUMMARY

Relationships Lead

The Roots Programme CIC
2020 to Present

- Research and development of exchange programme
- Planning, creation, roll out and evaluation of programme
- Developing new project ideas, networking and preparing funding bids
- Facilitation, engagement and support for participants (Full DBS)
- Creation of support materials, blog writing, video editing, sound editing

Logistics and Marketing Executive

Transam Trucking UK (Entertainment logistics)
2013 to 2020

- Planning intricate tour schedules with clients
- Organising complex teams and the materials to coordinate them
- Managing budgets and billing clients
- Crisis management and agile project management
- Communicating and coordinating across all levels of seniority

Personal Representative

Mr Roger Eno - Composer and Sound Artist
2012 to 2013

- Main contact and lead on all incoming projects
- Developed projects to take to prospective funders/exhibition spaces
- Managed live performance logistics
- Won Arts Council grant and managed the project
- Researched, located and managed the retrieval of back catalogue

Corporate Donations

World Land Trust
2009 to 2011

- Managed Corporate Donor Database
- Event liaison
- First line of contact and due diligence with new donors
- Final cut editing of Corporate video material
- Design for event materials
- Creation of Memoranda of Understanding

Marketing Executive

Dow Jones/Doubledown Media for TRADER Monthly Magazine US & UK
2006 to 2008

- Managed admin for two sales executives in London
- Client, event attendee and reader management
- Personal Assistant to Head of Events NYC and then UK Publisher
- Meetings with and management of prospective event hosts and sponsors
- Design of event materials and direct mail.
- Hosting events and managing event staff
- Managing PR, press, photographers
- Anglicizing of the US magazine copy for UK market

Intern - Drug and Alcohol Treatment

Neighbourhood Services Organisation, Detroit
2002 to 2004 (After which I lived in Texas due to my partner's work, before moving again to NYC in 2006)

- Completion of Department of Health Fundamentals Examination
- Intake sessions for new clients and reporting to intake team
- Assisting with Ron Allen's Street Poetry sessions for probationers
- Client evaluations for a Phd project based around addiction and imagination
- Building trust and appropriate relationships with clients
- Referring clients to connecting services