

LAURENCE POTTER
Curriculum Vitae
Creative Project/Event Management

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EDUCATION:

September 1995 – July 1996

Northbrook College, Worthing

**BTEC National Diploma
Art and Design (Merit)**

September 1993 – November 1994

University of Brighton

MSc Information Systems (Pass)

September 1985 – July 1989

City of London Polytechnic

**BSc Economics (2:2)
HND Business Studies (Dist'n)**

PROFESSIONAL QUALIFICATIONS:

December 2005

NEBOSH

General Certificate (Pass)

Nationally recognised qualification and is established as one of the prime UK qualifications in Health & Safety

June 2005

Cabinet Office

Intro Crowd & Event Safety Mgt.

May 2005

CCL Training

First Aid at Work

April 2005

IOSH

Managing Safely

National qualification aimed at introduction to the different aspects of managing safety and health in the workplace

March 2004

E. Sussex Fire Brigade

Fire Safety at Work

LONG TERM EMPLOYMENT:

January 2000-to date (Full-time)

Same Sky Ltd, Brighton, UK

EVENT/PRODUCTION MANAGER:

Same Sky's work engages directly with the community to produce a wide range of celebratory events, site-specific events and installations, permanent and temporary public art across the UK and abroad (including France, Ghana) from small-scale to audiences of 20,000 plus. They have developed an integrated training programme for their sector, in addition to supplying information and specialist advice to numerous artists/groups as well as an extensive program of master-classes and residences.

Position/responsibilities include: overseeing of all companies events (up to 30 a year), from proposal stage, drawing up of and handling budgets, site visits, full Event Planning and Health and Safety programme, Traffic Management schemes, Security and Stewarding deployment plans, liaison between the commissioners, statutory authorities, venue/site, technical & creative staff, scheduling, management of artists and hiring and management of crews/technical staff, hiring of hardware, and generally ensuring the safe and smooth running and quality control of performances.

Also key member of core staff, overseeing day to day Health and Safety responsibilities (H&S Advisor), closely involved in short, medium and long term planning for the company, management of technical resources, transport needs, and some responsibility for fundraising, liaison with potential clients

September 1996 to December 1999

Freelance

VISUAL ARTIST/SET DESIGN AND BUILD/PRODUCTION MANAGER:

Contributed to numerous projects in varying roles, for Same Sky and numerous other companies/festivals/organisations, eventually leading to fulltime position as above.

For selected examples of events, galleries, video streams and other, please visit:

www.samesky.co.uk (this site is currently being updated and should be online 06/02/06))

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SELECTED FREELANCE PRODUCTION WORK:

Production Manager: <i>Flood</i> Large scale outdoor dance/water/fire/pyrotechnical performance Charlie Morrissey and Becky Edmunds	Hove Lagoon July 1997
Production Manager/Set Build & Design: <i>The Smallest Room</i> Large scale indoor dance/water performance Charlie Morrissey and Becky Edmunds (Brighton Festival Commission)	Brighton Corn Exchange May 1998
Production Manager/Set Build & Design: <i>The Smallest Room</i> Touring version of above show Charlie Morrissey and Becky Edmunds (Brighton Festival Commission)	Bristol, Bexhill, Manchester 1998/1999
Production Manager: <i>Absolute Zero</i> Large scale indoor dance/water/ice performance Charlie Morrissey and Walter Bailey (Brighton Festival Commission)	Brighton Corn Exchange May 1999
Event Manager: <i>Matsuri</i> Medium scale multi-medium outdoor Japanese Festival Brighton Festival (www.brighton-festival.org.uk)	Brighton Town Hall Square May 2001
Production Manager: <i>Muses</i> Inaugural large-scale community event for re-opening of Brighton Dome Brighton Festival	Brighton Dome March 2002
Event Manager: <i>Sport Relief</i> High profile charity sports event Comic Relief/Brighton & Hove City Council (www.comicrelief.com)	Brighton Preston Park July 2004
Event Control: <i>Pride & Jaws</i> Large scale public events Select Security and Stewarding	Brighton August/September 2005
Production Manager/Lighting Designer: <i>The Hardy Tree</i> Small scale outdoor theatre performance Off the Cuff Theatre Ltd (www.otctheatre.co.uk)	Kings Cross, London October 2005
Event Manager: <i>Bethnal Green – Green Spaces Festival</i> Large-scale multi-site festival oh!Art (www.oxfordhouse.org.uk)	Bethnal Green, London December 2002
Rigger: <i>Various</i> Rigging for numerous Gallery Based Shows Fabrica Gallery (www.fabrica.org.uk)	Fabrica Gallery, Brighton 2000 to date
Pyrotechnician: <i>Various</i> Rigging for numerous pyrotechnical shows The World Famous (www.theworldfamous.co.uk)	Various 2001 to date

SELECTED TEACHING POSITIONS:

Production/Event Management Tutor: Same Sky Celebratory Arts Training Course Production Management	2001-2004
Independent Theatre Council, London Production management of site specific theatre	2003 to date

KEY SKILLS:

- Sound administration skills & computer literate (incl. basic AutoCad)
- A team player, builder and leader
- Ability to work on own initiative under pressurised situations to deadline/budget
- Capable of making immediate, crucial & clear decisions
- Empathetic approach to people, always diplomatic
- Hard worker, motivated, well organised & patient
- Good communicator with a common sense approach
- Cheerful, positive outlook with a sense of humour
- Full clean driving license

DoB: 20/06/1966

References available on request.