

perusi kakaire

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PROFILE **Project Management. Creative. Ambitious. Autonomy. Team Player. Passionate. Professional. Driven. Attention to Detail. Excellent Communicator.**

INTERESTS **Music. Film. Literature. Travel.**

PROFICIENT IN **Excel. PowerPoint. Photoshop. Logic. Final Cut Pro 7. SAP. Adobe. Ableton.**

EXPERIENCE **Aug 2020 – Oct 2020: Native Management - Technical Tour Training Course**

Comprehensive Live Music Training Programme covering:

- Backline
- Technical Skills
- Playback
- Lighting
- Stage Management
- Tour Management
- Audio Theory & Practical
- RF Theory & Practical
- Tour Knowledge

Aug 2018 – Present: FREELANCE: Twenty DB Music – Operations Manager

Working alongside Musical Director – Donovan Hepburn

Hands on management of day-to-day operations

Manage musicians and ensure they have all travel and logistical arrangements

Liaise with Management, Artists, Venues & Tour Managers accordingly

Secure rehearsal space and create Day Sheets

Accounts/ Contracts/ Purchase Orders/ Invoices

Project Management - ensure a smooth workflow across all projects

Projects worked on include:

- Little Mix: LM5 Tour, The Search, Live from London with Apple Music
- Alison Wonderland: Live at Red Rocks 2019
- Raleigh Ritchie: US Tour & numerous festival dates 2018/19
- Mae Muller: UK & European Tour & numerous festival dates 2019/20
- Raye: UK Tour & numerous festival dates 2019
- Meghan Trainor: BBC Radio 2 Breakfast Show 2020

Dec 2015 – Sep 2019: Adstream – Global Traffic Manager

Support, mentor and manage a team of four

Manage/Oversee all incoming delivery jobs/campaigns - set schedules to ensure delivery deadlines and SLAs are met

Project Management - ensure a smooth TV/Online/VOD delivery workflow by communicating effectively with clients, local offices and internal staff

Apr 2013 – Sep 2015: BBC – Traffic Manager/Producer: VOD

Ensuring both long and short form content scheduled within Consumer Digital including Global iPlayer, YouTube & bbc.com are delivered on time.

Key Account/Project Manager with S&D Operations

Contributing creatively to Collections – Blog Posts/Facebook/Instagram and Twitter

Jan 2012 – Mar 2013: Sony DADC – Fulfillment Coordinator

Day-to-Day Operational Management of digital file deliveries

Jan 2010 – Dec 2011: Sony Computers Ent – Third Party Relations Coordinator

Financially managing projects and creating team presentations

Organising international Third Party client events

Provide monthly updates on Third Party projects

Account Management

May 2007 – Jan 2010: Sony Pictures – Production Coordinator

Ensuring all workflows and processes are adhered to

Proof reading and replicating data for the SPTI Library

Internal and external client liaison

Organising international travel and industry events

Apr 2004 – May 2007: Tuff the Session Agency – Project Coordinator

Liaising with Artist Management, Record Labels & PR firms regarding gigs/tours

Implementing and updating marketing strategies

Overseeing musicians with regards to gigs, travel and fees

Invoicing clients and suppliers

Booking talent & organising rehearsals, sessions, studio time, shows and shoots

ABOUT ME

Over a decade of experience across a number of media platforms and the ability to work under pressure in a fast paced environment with shifting priorities.

Technically savvy with a keen eye for detail and the ability to pick up new tools, programmes and tasks efficiently.

Excellent project management skills and the ability to adhere to strict deadlines.

EDUCATION

BA (Hons) Media with Management (2:1)

University of Leeds (Modules included: *Music Production, Music Industry Marketing, Public Relations & Promotion, Media Theory, Myths Meaning & Movies, Strategic Management, Human Resource Management & Accounting*)