

Laura Gray

lauragray723@gmail.com

07470 123286

www.lauragrayarts.com

ARTS EVENT MANAGEMENT

Wac Arts

London, UK

Assistant Producer & Philanthropy Administrator

February 2017 – October 2019

- Assistant Produced the annual Fundraiser and Wac Arts Weekend Festival
- Production coordinated offsite events including Wac Arts performances at the London Landmarks Half Marathon
- Researched potential grants, funds, and applicable trusts and foundations
- Liaised with external artists, donors and organisational supporters in event coordination and donations

Party for Introverts

London, UK

Co-founder

May 2016 – Present

- Served as artist, designer, producer, story editor and voice actor
- Released the titles, *From Head to Toe* and *Thing-in-Itself*
- Selected/nominated to showcase in the UK and abroad, including: Taipei Gameshow, Smithsonian American Art Museum Arcade, Adventure X, Game Happens, Indie Prize USA & Asia finalist

Southbank Centre

London, UK

Producing and Presentation Placement

January 2016 - July 2016

- Supported onsite events at children's Imagine Festival
- Assistant Event Managed Lambeth Music Festival 2016
- Compiled relevant production and programming research for Festivals,
- Provided Administrative support for the Festival of Love Installation Process

Pittsburgh International Children's Theater and Festival (now EQT Children's Theater Festival),

Pittsburgh, PA

The Pittsburgh Cultural Trust

Programming Intern/Festival Assistant

January 2013 - October 2014

- Organized community outreach events, overseeing event preparation and execution
- Created surveys applicable to the needs of the programs and patrons
- Developed and delivered written material, including website posts and talent interviews
- Organized a Master Class for community storytellers in conjunction with the Festival performer, Charlotte Blake Alston
- Collaborated in the execution of administrative duties for the 2014 International Performing Arts for Youth (IPAY) Showcase
- Helped facilitate the setup of Festival sites & communicated with production staff to ensure smooth Festival operation

The Onassis Programme at Oxford University

London, UK

Production Intern

January 2011 – April 2011

- Read, reviewed, and recommended scripts and potential future projects
- Observed rehearsals and provided feedback to directors
- Collected and analyzed information and made recommendations on prospective consumers and target audiences
- Handled aspects of publicity including flyers, artistic events and press nights

EDUCATION

ROYAL CENTRAL SCHOOL OF SPEECH AND DRAMA, UNIVERSITY OF LONDON

London, UK

MFA Creative Producing, Distinction

October 2015- June 2017

UNIVERSITY OF PITTSBURGH, HONORS COLLEGE

Pittsburgh, PA

summa cum laude (GPA 3.9)

August 2009- April 2013

BA English Literature, BA Theatre Arts

SKILLS

Microsoft Office, Mac/PC, CRM Database experience, Photoshop, Artifax, Minute Taking, Social Media, Proofreading, Flute/Music Sight-Reading,