

AOIFE O'TOOLE

EVENT PRODUCTION /
MARKETING MANAGER /
FILM PROGRAMMER

SEEKING OPPORTUNITIES IN
FILM PRODUCTION.

PERSONAL PROFILE

Arts and communications professional with 16 years+ experience in production, curation, venue management, digital marketing, sales and PR, box office management, audience development, film festival programming, festival and event management.

SKILLS & ABILITIES

- Motivated, self-disciplined
- Detail orientated
- Team player
- Excellent problem solver
- Adaptable

WORTH MENTIONING

Full clean Drivers License & Own Transport.
April 2021: Completed Screenskills Ireland plus Covid 19 Return to Work Training for the Audio Visual Sector.
Member of Management Team - Féile an tSolais, Festival of Light Co. Kerry.
Worked for several years as Assistant Stage Manager and Assistant Producer in theatre.
Well travelled/experienced in different cultures.

CONTACT INFORMATION

 DUBLIN / WICKLOW / KERRY

 00 353 87 2678209

 otoole.aoife@gmail.com

 /aoifeotoolearts

REFERENCES AVAILABLE ON REQUEST

EMPLOYMENT HISTORY

Locations Trainee

Fate 2 The Winx Saga, Netflix (Sept - Nov 2021)

Assist locations department in Ardmore Studios and various locations around Wicklow and Kildare. Recces, on site management, road crew & traffic management, communications, set up and wrap locations, liaise with all departments.

Accounts Assistant

Joyride, Subotica Productions, Director Emer Reynolds
(June - August 2021)

Management of petty cash returns, timesheets, invoicing, POs, journey logs, wire transfers on Moneypenny Accounts System, also responsible for Revolut account and allocation/tracking of funds and reconciliation. Assist with payroll.

Manager - Part-Time

Dublin Feminist Film Festival (2017 - present)

Member of core festival team since 2014. Manager duties; oversee and manage personnel, funding, marketing strategies, website maintenance, partnerships and sponsorship, venue hire, legalities, programming, Filmfreeway management, licensing, distribution, tech specs.

Audience Development & Marketing Manager

dIr Mill Theatre Dublin (2016 - 2020)

Communications, PR & Marketing Management · Sponsorship Management · Manage and source advertising opportunities. · Website (Wordpress) and SEO · Google Analytics and AdWords · In-house Assistant Producer · Social Media & Enewsletter management · Customer relations and liaison. · Front of house · Proficient in Adobe Photoshop, InDesign & Illustrator · Programming Assistant

Gallery Manager

dIr Mill Theatre Dublin (2006 - 2020)

Manage and curate gallery space: installation, sales, bookkeeping, opening reception, publicity, artist liaison, development.

Box Office & Front of House Manager

dIr Mill Theatre Dublin (2006 - 2016)

Management of 200 seat theatre box office, reception, staff and front of house. Experience in Ticketsolve, SeatAdvisor and Tickets.com. Excellent customer services and public relations record.

EDUCATION

SCREEN SKILLS IRELAND

Passport to Production Course - August 2021

IBAT College Dublin

Event Management Diploma (Distinction) 2019

University of Ulster & Irish Times Training

Audience Development Management Certificate 2013

IADT Dublin

MA in Visual Arts Practices - Curation 2011

NMTC Dublin

Interactive Media Production FETAC Certificate 2005

LSAD Limerick

BA Degree in Fine Art - Painting 2003