

**Taralouise McCaughey**  
**25 Stracomer Hill, Bundoran**  
**taralouise\_mc@outlook.com**  
**0830390707**

I possess over 15 years of experience in event management and have a specialisation in large group events, festivals, local charity events and fundraisers. I am an outgoing individual with a lively demeanour who is reliable, enthusiastic and honest in my work. I demonstrate the ability to work both independently and as part of a team, as well as utilising my initiative to resolve problems. Furthermore, I am able to communicate effectively with individuals from all walks of life. My creativity allows me to manage multiple projects concurrently while maintaining high standards of quality.

## **Experience**

Producers Assistant  
September 22 - November 22  
**Elvira Productions**

Executive Producer: Paddy Hayes  
Email: magamedia@gmail.com

Producer: Nell Green  
Email: nell@island-films.co.uk

- Location scouting
- Travel and Accommodation
- Recce planning and scheduling
- General Admin duties

Production Secretary  
November 22 - April 23  
**Elvira Productions | Obituary**

**Line Producer: Gemma O' Shaughnessy**  
**Tel: 087 127 1144 | email: gemosh@gmail.com**  
**Production Co-Ordinator: Barbara Ní Ghaora**  
**Tel: 087 972 3968 | email: barbaraobair@gmail.com**

- Ensuring the unit list and cast list is complete and that all information within it is correct.
- Ensuring the sides have been taken from the most up-to-date script using Set keeper software
- Carrying out necessary costing exercises: price comparisons and research.
- Assisting the Production Coordinator in the creation and distribution of contracts - crew.
- Ensuring the scripts and relevant paperwork are correctly distributed.
- Place orders and make any necessary purchases for all departments.
- Contacted and ordered all relevant departments' consumable list, i.e. Camera & Sound.
- Created and updated the asset list.
- Liaises with the Line Producer and Coordinator regarding organising and ordering wrap gifts and wrap party.
- The organisation of everyday logistics for production and other departments.
- Collated and verified information for the Production Coordinator, Producers etc.
- Undertake daily requests for information as required, supplemented information and responded to queries without supervision.
- Ensured there were always copies of the shooting agreement, company policy document and H&S Statement available.
- Communicated with the crew, cast, and Producers on diverse production aspects.
- Orders and organises installation & maintenance of printers, water and stationery.

- Assist with scheduling meetings, taking notes, and distributing documents as needed.
- Prepare correspondence, reports, forms, and other materials using Google Drive processing software.
- Maintained filing systems for production-related documents via Dropbox and Google Drive.
- Monitor inventory of office supplies and order new items when necessary.
- Schedule travel arrangements for staff members as needed.
- Create purchase orders for all production-related expenses.
- Liaise between departments to ensure timely delivery of materials/equipment

June 2018 – Present

ZINC Media Agency Donegal | **Owner**

**Social Media Management:**

- Develop and implement a comprehensive social media strategy that aligns with business goals
- Manage daily activities on all social media platforms (Facebook, Instagram, Twitter, YouTube etc.), including content creation, scheduling posts & responding to comments/messages.
- Monitor analytics to identify trends in user engagement & develop strategies for improvement.
- Collaborate with other departments, such as marketing & customer service to ensure brand consistency across all channels.
- Stay up-to-date on industry trends & best practices for leveraging different platforms.

**Event Management**

- Develop detailed project plans for each event, including timelines and budgets
- Source venues that meet the needs of each event
- Negotiate contracts with vendors and suppliers
- Manage relationships with vendors throughout the duration of each event
- Create marketing materials to promote events, including flyers, posters, email campaigns etc.
- Develop promotional strategies to increase attendance at events
- Monitor attendance levels throughout the duration of each event
- Develop relationships with local businesses for sponsorships or partnerships.
- Monitor the progress of festival activities against established timelines and budgets.
- Coordinate with public safety agencies to ensure compliance with health & safety regulations.
- Manage day-of operations, including setup/teardown of festival sites; staffing; food & beverage services; entertainment booking; etc.
- Ensure that all safety regulations are followed during events.

September 2008 – Present

**Sea Sessions | Volunteer coordinator & Gate Management**

**Volunteer role:**

- Recruiting, training, and supervising 100 + new volunteers yearly
- Collecting volunteer information, availability, skills and maintaining an up-to-date database.
- Using marketing tools such as outreach programs, emails, Social media and sponsorship partners.
- Keeping new and existing volunteers informed about the organisation and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets and ensuring they understand their responsibilities and receive the proper training.
- Organising training and leading on-the-job training.
- Keeping schedules and records of volunteers' work.
- Handling high quantities of money
- Preparing codes of conduct and operating procedures to uphold the organisation's values.
- Ensuring the organisation's purpose is conveyed to the public.

**Gate Management:**

- Work with security to ensure prohibited items are not brought into the event.
- Wristband control on site
- Oversee queue management
- Look after teams of gate-related volunteer stewards.
- Liaise with the Operations Director regarding crowd movements and collect data on how fast the flow of people coming onto the site
- Manage a team consisting of Gate stewards and fundraisers.

**Education & Training**

ACORNS Accelerating the Creation Of Rural Nascent Start-ups

I was part of ACORNS 4 2018-2019. I have just completed ACORNS growth in 2022.

The ACORNS programme has been designed to support early-stage female entrepreneurs living in rural Ireland and runs over six months part-time. Based on a belief that entrepreneurs learn best from each other, the ACORNS initiative is centred around interactive round table sessions facilitated by female entrepreneurs, known as 'Lead Entrepreneurs', who have started and successfully grown businesses in rural Ireland.

**January – September 2015**

- Event Management Online Degree
- Social media management Online Degree

**First completed in 2013. Refreshed in 2015**

- First Aid
- Health and Safety in the workplace
- paediatric First Aid
- Ember Inns in House Manager Course.

**September 1999- June 2006**

**St Marys Catholic College/ Twelve Keys College Wirral, Merseyside**

- 11 GCSEs
- Prince of Wales Award