

# Rob Haworth - Freelance Event & Production Manager

## Rob Haworth

Suite C, First Floor  
13-19 Stroud Road  
Gloucester  
GL1 5AA

mobile: 07977 498170  
ddi: 0844 586 8600  
fax: 0844 586 8606

rob@robhaworth.com  
[www.robhaworth.com](http://www.robhaworth.com)

Driving Licence:  
Clean  
Full (held for 10 years)  
Max 3.5 tonne

Public Liability Insurance:  
£5million

## Employment

- Freelance Event Manager – December 2006 – Present
  - Event management of corporate events
  - Event management of outdoor events
  - Technical production management
  - Event Health & Safety Management
  - Event delegate registration & Online Booking
  - Budget planning & management
  - Client Management
- Event Manager – Barker Bray & Lerwill Limited – June 2006 – December 2006
  - Event management of client projects
  - Conference, exhibition & production management
- Event Manager – Affinity Events Limited – June 2004 – May 2006
  - Event & production management of client projects
  - Client account management
  - Line management of event support staff
  - Internal marketing & budget management
  - Day to day management of event projects
  - Management of online booking and delegate registration systems
- Event Manager – Universal Events Services Limited – September 2002 – October 2003
  - Event management of client projects
  - Management of on-site event staff teams
  - Set-up & management of remote office & recruitment of event staff teams
- Event Manager – 6<sup>th</sup> Sense Solutions (UK) Limited – October 2001 – September 2002
  - Event management of client projects
  - Management of client Audio-Visual solutions
  - Client account management
  - Internal marketing management

## Education

- Degree: BA (Hons) Event Management (First Class) – Leeds Metropolitan University – 2004

## Qualifications

- IOSH Managing Safely - Managing Health & Safety, Risk Assessments, Risk Analysis

## Other Skills

I am well versed in many aspects of IT and have extensive experience of working with both Windows and Apple Computers. I have an excellent practical knowledge of most commercial office software, including Word, Excel, Powerpoint, Outlook, Keynote and Entourage, as well as specialist web design software Dreamweaver, Fireworks and Freehand and database software Filemaker. I am also proficient in the use of online delegate registration software from EventsForce.

I am used to dealing with both internal and external customers and feel confident in different work environments. I have experience of writing event proposals, detailed project management, budgeting and health and safety management of conferences, exhibitions and large scale outdoor events.

## References

Available on request

For an up to date version of my CV, plus photos and videos of events, please visit

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## Outdoor Events

### > Freelance

- Site Manager – weekend festival – Dorset – 7,000 attendees – September 2009
- Site Production Manager – weekend festival – Cheltenham – 20,000 cap – Aug 2009
- Health & Safety Manager – week long conference (festival site) – 3,500 cap – Aug 2009
- Site Production Manager – Peter Pan in Kensington Gardens – May-September 2009
- Asst Site Manager – weekend festival – Dorset – 7,000 attendees – September 2008
- Site Production Manager – weekend festival – Cheltenham – 20,000 cap – Aug 2008
- Event Manager – Lambeth Conference – 1,600 attendees – Kent – July / August 2008
- Event Manager – Youth Festival – 1,200 attendees – Derbyshire – July 2008
- Snr Event Manager / Production Manager – Festival (1 day) – London – 2,800 cap – July 2008
- Event Manager – Social Action March & Concert Event – Cardiff – 5,000 cap – Sep 2007
- Event Manager – Social Action March & Concert Event – Birmingham – 5,000 cap – Aug 2007
- Site Production Manager – weekend festival – Cheltenham – 20,000 cap – Aug 2007
- Event Manager – Social Action March & Concert Event – Leeds – 2,000 cap – Aug 2007
- Event Manager – Social Action March & Concert Event – Edinburgh – 5,000 cap – Jul 2007
- Site Manager – 1 day Social Action Event – 3,000 attendees – London UK – March 2007

### > Whilst employed with Affinity Events Limited

- Event Manager / Account Manager – 2 day outdoor event – 1,000 attendees – 2005
- Event Manager – 1 day concert event – 8,500 attendees – Alton Towers – 2005

## Corporate Events

### > Freelance

- Event Manager – EADS Astrium - 3day Company Party (greenfield temporary structure) – St Albans – 1,200 attendees – June 2009
- On Site Event Manager - Microsoft Children's Christmas Party - Reading - 1,600 attendees
- Microsoft North West Public Sector Series - 2 UK dates for upto 50 delegates per location - December 2008
- Event Manager - Microsoft NHS Roadshow - 4 UK Dates for upto 50 delegates per location November / December 2008
- Event Manager - Event / Production Manager – Microsoft Annual Conference & Party – Brighton – 1,300 delegates – September 2008
- Event Manager – 4 day Medical Conference – Cardiff University – 60 delegates – June 2008
- Snr Event Manager – 10 date Roadshow – Microsoft – c.300 dels per event – Apr/May 2008
- Event Manager – 3 day European Conference – Switzerland – International Charity – 1,500 delegates – Apr 2008
- Event Manager – 3 day National Conference – Bournemouth International Centre - International Charity – 2,500 delegates – Apr 2008
- Event Manager – Series of ½ Day and 1 day Conferences – upto 200 delegates – UK Wide – Microsoft UK – November 2007
- Registration Manager – 1 day Conference – 150 delegates – Technical Analyst Magazine – London – October 2007
- Event Manager – ½ Day Conference – 100 delegates – Manchester – Microsoft UK – October 2007
- Event Manager – Series of ½ Day and 1 day Conferences – upto 200 delegates – UK Wide – Microsoft UK – September 2007
- Event Manager – 4 day Conference – 320 delegates – Cardiff – September 2007
- Event Manager – 2 day Exhibition – Audit Commission – London Excel – Jun 2007
- Event Manager – 3 day Conference – 450 dels – North Wales – May 2007
- Event Manager – 6 day Conference – 2,500 dels – Blackpool – Apr 2007
- Event Manager – 9 date Tour – Microsoft UK – c.300 dels per event – Mar 2007
- Event Manager – 2 day Conference – Audit Commission – 150 dels – Feb 2007

### > Whilst employed with Affinity Events Limited

- Production / Account Manager – 1 day conference – 400 Chief Executives – Hotel – 2005
- Asst Production Manager – 5 day conference – 15,000 delegates – NIA Birmingham – 2005

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