

ROXANNE SPENCE

THEATRE, FILM, AND TELEVISION CV

PROFESSIONAL SKILLS

Construction and tool skills
Technical and design skills
Paintwork
Prop making and sourcing
Costume design, making and sourcing
Project management
Budget management
Written and oral communication
Research skills
Social media management
Microsoft Publisher skills
Google Suit skills

PERSONAL SKILLS

Organized
Confident
Time management
Good listener and observer
Tactful
Team player
Fast learner
Proactive
Detail oriented

CONTACT

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PRODUCTION EXPERIENCE

SET/COSTUME DESIGN AND PRODUCTION ASSISTANT
NYT Gala 2022, National Youth Theatre, February 2022

SET DESIGN, CONSTRUCTION, AND INSTALLATION
'Decades', National Youth Theatre, Aug 2021

RESEARCH AND DEVELOPMENT SET DESIGNER
'Ruddigore', Manchester University Gilbert and Sullivan Society | Nov 2020 - Feb 2021

DESIGNER / PARTICIPANT
'#TakeASeat Project', The Envelope Room | Oct 2020

COSTUME DESIGNER
'All My Sons', York Dramasoc | May 2019

SET DESIGNER, CONSTRUCTOR AND PROPS MASTER
'Cymbeline', York Shakespeare Project | Jan 2019 - Mar 2019

COSTUME DESIGNER AND MAKER
'Antigone', University of York, Degree Production | Nov 2018

ASSISTANT SET DESIGNER AND CONSTRUCTOR / BACKSTAGE CREW
'The Harrowing of Hell', York Mystery Plays | May 2018 - Aug 2018

SET DESIGNER AND CONSTRUCTOR
'Shattered Paradise: Shoot/Get Treasure/Repeat', University of York, Degree Production | May 2018

EMPLOYMENT HISTORY

EVENTS & EXTERNAL RELATIONS COORDINATOR
The University of York, Theatre, Film, Television and Interactive Media | Jan 2021 - Oct 2021

- Coordinating events with technical teams
- Work with external clients on venue and equipment hire
- Managing and creating rate cards, invoices, and quotes for external clients
- Organizing internal events and marketing
- Project management, marketing, social media and other department platforms
- Hiring, training, and supervising Marketing Interns and Student Ambassadors

EVENTS ASSISTANT
The University of York, Theatre, Film, Television and Interactive Media | June 2019 - Feb 2020

- Developed technical knowledge of theatre, film, TV and interactive media events
- Liaised with external clients for facility and equipment hire
- Maintained good relationships with hirers and suppliers

EDUCATION

THEATRE: WRITING, DIRECTING AND PERFORMANCE

The University of York, Department of Theatre, Film and Television | 2016 - 2019
BA (Hons) 2:2

SHORT COURSES

NFTS Introduction to the Film and TV
Art Department with Emer O'Sullivan, 2022

Screenskills Coronavirus Basic Awareness on
Production Training, 2021

National Youth Theatre, Backstage Scenic
Design and Construction, 2021