

KATHERINE O'RIORDAN
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An independent, self-motivated Researcher and Project Manager with over 15 years' experience working in television, film and large scale corporate and cultural events.

Skilled communicator with excellent organizational skills, leadership skills and financial and budgeting expertise with an ability to develop projects from conception to completion

Strong leadership skills, adept at budgeting and logistics, with an ability to generate interesting and creative ideas; write, proof and edit copy; complete briefs; work as part of a team and on own initiative.

An ability to deliver results through delegation and effective team management

WORK EXPERIENCE

- **Most Recent: The City Talking Television Production Leeds Production Assistant:** creating call sheets, researching, sourcing and confirming contributors, organizing opening premiere event in Glasgow, transcribing interviews and providing general assistance to the production team. Credits include Rangers72 Documentary on Glasgow Rangers and Doing Business, 5-part TV series.
- **Events Manager Leeds Beckett University:** Lead on public facing events for Leeds Business School, Leeds Beckett Arts School, virtual 3-day conference for The Retail Institute and general event management and mentoring across the university.
- **Event Director Ashville Media Group:** Manage a team of Event Managers; oversee all corporate events run by Ashville Media working in collaboration with 5* establishments to deliver awards and dinners. Events include the Irish Law Awards, The Gold Medal Hotel and Catering Awards, The All Ireland Community and Council Awards and the Family Business Awards. I managed and signed off on all venue planning, suppliers, production, design, editorial, staffing, logistics, budget & all other aspects of events.
- **2016 – 2018: Event & Programme Manager Volunteer Ireland:**
 - Managed the National Volunteer Management Conference and National Volunteer Awards, Dublin & Sligo.
 - Project Manager Corporate Team Impact Volunteer Days

RESEARCHER

- **2022 - The City Talking** Production Assistant role included research, sourcing contributors and creating call sheets.
- **2006 – 2018 Freelance Researcher for national television:** generating ideas and bringing project briefs through to delivery
- **2017 – 2018 –** Guest on Magazine Programme The Afternoon Show, providing research and information on events
- **2015: Big Mountain Productions – Researcher** The Genealogy Roadshow for RTE.
- **2003 – 2011: St. Patrick's Festival, Dublin:**
 - Researched and wrote commentary for live television broadcast of parade, viewed by over 500,000 people. Provided interesting stories to TV Researchers, worked with the television company and prompted presenters on live broadcast on the day.
 - Researched, sourced, secured and facilitated the attendance of Parade Marching Bands; attended promotional activities in the US; coordinated logistics, hospitality and attendance at the Parade Events and Awards Ceremonies
 - Managed and delivered annual Treasure Hunt for 3,000 participants. Secured participation of cultural venues, managed volunteers and event logistics including marketing, research and media interviews.
 - Wrote copy for the festival's website and brochure: parade bands, pageants, and Treasure Hunt.
 - 2005 & 2006: Project and event managed two national symposiums; 'Converging Voices' in Dublin Castle 2005 and 'What is Public Space?' 2006 Dublin. Worked with marketing to research and develop full quota of delegates for event.
 - 2005: Researched, coordinated and managed the attendance of Palm D'Or winning Film Director Ken Loach, interview and screening in IFI. Sell out event in IFI
- 2011: **Big Mountain Productions Audience Researcher** for RTE 6-part series *Who Knows Ireland Best*
- 2007: **Paradise Pictures Researcher** three-part Festival of World Cultures series for RTE.

- 2007: **Film 32A** – Assistant Production Coordinator. Organized accommodation and transport; assisted lead actors Aidan Quinn and Orla Brady; facilitated daily dispatch of rushes for editing; coordinated script changes; organized copyright clearance for products and music; production office administration.
- 2006: **RTE Researcher Nationwide Special** - Celebration of Bewley's, involving panel speakers discussing the closure of Bewley's for live television broadcast.
- 2006: **RTE Researcher Nationwide** - Tribute to Mick Lally: Sourced archive material; researched career to generate interest stories and ideas.

PROJECT COORDINATOR

- **2012 – 2016: Event Coordinator Richmond Marketing:**
 - Red Bull Wings for Life Dun Laoghaire & Ring of Kerry – Global running event in aid of Spinal Cord Injury happening in 35 countries simultaneously: Volunteer Coordinator and on-site production
 - Red Bull Crashed Ice Stormont Estate 2015: Logistics Coordinator for travel and transport of all athletes and crew
 - Red Bull Cliff Diving World Series Aran Islands 2014 Logistics Coordinator for travel and transport over 250 people both athletes and crew, national and international. Attendance 3000 approx
 - **2011 – 2014 Aug - Dec: Corona Cork Film Festival** – Education Officer & Industry Events Coordinator: Managed and programmed week of screenings for primary and post primary students; redesigned and managed education brochure; managed bookings, budget and attendance of filmmakers at screenings. Managed documentary and scriptwriting workshops during the festival and Industry Fair, securing the attendance of several leading film industry organizations
 - **2013 Jan – August: Arts & Disability Ireland Office Manager:**
 - **2005 – 2015: Cork Jazz Festival:** Venue Manager, The Everyman Palace Theatre Cork: main festival venue for headline artists. Role includes assisting musicians, managing backstage, coordinating transport and payment of artists, and troubleshooting within during the live performance. Musicians include Jamie Cullum, Damon Albarn, Steve Winwood, Jimmy Scott, Dave Brubeck, Chick Corea among many others
 - **2002 – 2010: Festival of World Cultures:** facilitated workshops; distribution coordinator; wrote brochure copy on performing artists; Artist Liaison for headline Musicians
 - **2006 – 2012: Bealtaine:** Nationwide Festival for Older People. Coordinated panel discussions, Abbey Theatre. General events administration duties in Age and Opportunity office.
- Coordinated projects within large scale festivals and assisted production for film and television:**
- 2008: **Corona Cork Film Festival:** Independently managed college screenings and workshops on campus in UCC and CIT, including facilitating the attendance of Director Peter Greenway

PRODUCTION ASSISTANT

- 2006: **Vision Independent Productions** (The Amazing Race Live TV show for CBS): Production assistant for live show in Clifden, Galway
- 2005: **Film & Television Awards:** Assisted with contacting celebrities attendance and general administration duties leading up to the awards ceremony
- 2004: **Tyrone Productions** (Celebrity Farm): Production Assistant and runner on live show

EDUCATION & QUALIFICATIONS

2021	Production Managers Association	Production Coordination
2020	NFTS	Script Reading and Reporting
2016	Project Management	ETP Ireland
2014	Television Research Skills	Screen Training Ireland (Distinction)
1997 – 1998	University College Dublin	M.A. Film Studies (Honours)
1995	University College Cork	Video Production Course
1994 – 1997	University College Cork	B.A. English & Philosophy (Honours)

INTERESTS & ACTIVITIES

Keen interest in theatre, film and literature
Referees available on request