

# URSULA EARLY

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## SUMMARY

I am a producer, director, creative engagement Facilitator. I work across several key cultural organisations in East London and Waltham Forest (LBWF). Current roles include: Artistic Director of East London Shakespeare Festival, Producer and Programmer of Walthamstow's performance and community venue The CentrE17, Creative Producer and Director of Blackhorse Arts.

## SKILLS

- Engagement producer, director and strategist
- Casting
- Theatre production
- Project management and events coordination
- Contract writing and negotiation
- Tour booking and management
- Complex project budgeting
- High level of proficiency at Microsoft Office: Excel, Word, Power Point
- Design and delivery of digital marketing campaigns

## FUNDRAISING

Successful funding bids include:

- Fellowship Funding – Twelfth Night (ELSF)
- Ward Funding (Leyton, William Morris, Higham Hill, Chapel End – LBWF ELSF Midsummer Night's Dream & Twelfth Night - ELSF)
- ACE Organisational relief grant (The CentrE17)
- ACE Individual grant: Creative Practitioner Relief Fund
- LBWF Virtual Programme of Culture 2020 Fund (ELSF)
- LBWF Regeneration Department Funding (ELSF)
- Culture Seeds and London Borough of Culture 2019 (Blackhorse Arts – *Welcome Festival*)
- Awards For All (The CentrE17 in partnership with Green Candle Dance Company – *Remember To Dance*)
- LBWF Ward funding (Blackhorse Arts – *Welcome Festival Pilot*)
- Goldsmiths Livery Company grant (Big Bear Theatre Company – *Double Indignity*)
- ACE funded UK tour (Big Bear Theatre Company – *Bold Stroke for A Husband*)
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## EXPERIENCE

02/2020 to Current

### Co-Artistic Director / Producer East London Shakespeare Festival

Responsibilities:

Cast, Produce and/or Direct ELSF projects including:

- Jan – Aug 2022: *Twelfth Night* – tour & Community Engagement Programme (Higham Hill Hub, Fellowship Square, Wanstead Park, Clissold Park, Springfield Park, Hoxton community Gardens, Leyton Jubilee)
- Jan – Aug 202: *A Midsummer Night's Dream* – Tour (Higham Hill Hub, Lloyd Park, Wanstead Park, Leyton Jubilee)
- August - Sept 2020: *2 Metres 2 Shakespeare* – an outdoor pop-up show for outside spaces in LBWF made in partnership with the Regen Team at LBWF.
- June - July 2020: *Behind Closed Doors Shakespeare* – part of LBWF's first Virtual Programme of Culture
- June - July 2020: *The Response Project* – an accompanying project engaging local residents

## 06/2017 to Current

### Producer and Programmer

#### The CentrE17 (C17)

Walthamstow's central performance and community venue.

Responsibilities include:

- Alongside Artistic director, develop/deliver C17's short- and long-term strategic planning
- Lead on fundraising including writing successful application for: ACE Organisational relief grant
- Programme performance seasons
- Manage venue hires and bookings
- Manage, produce and coordinate community engagement programme
- Alongside AD, develop and manage marketing strategies and campaigns to build audiences and ensure a wide reach and consistency on branding
- Develop, cultivate and sustain relationships and partnerships with funding bodies, local ambassadors, local businesses
- Line-manage assistant programmer, FOH team and short-term freelancers

#### Festivals and Seasons produced / programmed for C17 include:

- *LitEast* - upcoming Literary Festival
- *Lead The Way* - celebrating work from female/female identifying led performance, events, talks and workshops
- *Rule the Roost* - Annual Children's Festival
- Edinburgh preview seasons
- *The End of The World as We Know It* - political festival of performance
- *Singapore National Day Fest*

## 10/2018 to Current

### Director and Creative Producer

**Blackhorse Arts** (BA) Theatre and community Dcompany working in London borough of Waltham Forest (LBWF).

Produce, direct and project manage, fundraise and financially manage all BA community engagement and performance projects

- Support and develop partnerships/relationships with artists, companies, performers, producers and directors and partner organisations
- Contract artists and technical personal
- Schedule and manage all aspects of logistics for projects

#### Projects include:

- May - Nov 2019 *Welcome Festival* (Highams Park, cann Hall, Grove Green, Leyton)
- May – June 2019 *Write Now*: In partnership with the Barbican. A project supporting the development of LBWF based emerging playwrights – Walthamstow Garden Party.
- Sept 2018 – Oct 2018 *Welcome Festival Pilot*(Highams Park)

Responsibilities:

Planning and creating community engagement strategy including:

- Developing 'Young Buzz' - a multi-stranded young people's engagement programme including: Young Buzz Theatre Company (16 – 25 year olds)
- Fundraising
- Developing and managing corporate strategy including: identifying and developing relationships with corporate sponsors and Angels

- Budgeting and financial management of engagement programme
- Building relationships with key local organisations to partner with, ensure we would be engaging a wide-cross section of the local community and exchange on marketing an promotion including: Southwark Council, local Universities and other local businesses
- Booking and marketing the venue for commercial space hire
- Programming and booking regular weekly classes to be held at the venue
- Marketing strategy and copy and, along with Emma Brunjes, designed the marketing strategy.

**06/2018 to 12/2018**

**Development, Education and Events Manager**

**Emma Brunjes Productions (EBP / The Buzz)** (short-term contract)

Key responsibility: Planning and creating community engagement strategy including:

- Developing 'Young Buzz' - a multi-stranded young people's engagement programme (16 – 25 year olds)
- Fundraising
- Identifying and developing relationships with corporate sponsors and Angels
- Financial management of engagement programme
- Building relationships with key local partner organisations including: Southwark Council, local Universities and other local businesses
- Managing commercial space hire
- Programming and booking regular weekly classes to be held at the venue
- Developing Marketing strategy

**06/2016 to 06/2018**

**Production Coordinator and Tour Manager**

**Glynis Henderson Productions (GHP)**

Responsibilities included:

- Worldwide tour management of James Rhodes concert pianist – booking tour dates, managing the tour and establishing relationships with venues, producers and promoters in South America, Europe, Australia, New York
- Production Coordinator on shows including: *STOMP* (international tour and UK dates), *A Clockwork Orange* (Park Theatre & New York transfer), *Gobsmacked!* (US Tour), *Strange Face* (UK Tour)
- UK tour booking and management of *Strange Face* (theatre show)

**07/2015 to 12/2022**

**Post Production Coordinator**

**BBC Television and Red Planet Pictures** – London

Post Production Coordinator on *Dickensian* and *Death in Paradise* for BBC Television and Red Planet Pictures (fixed short-term contract).

**01/2010 to 05/2016**

**Director and Producer**

**Big Bear Theatre Company (BBTC)**

Projects produced for BBTC and other freelance projects include:

- 2014: Producer: 'Desdemona: a Play About a Handkerchief' - Park Theatre (BBTC)
- 2012 - 2014: Producer: 'Laugh Your Farce Off', Pleasance London (Main House) and Pleasance Two, Edinburgh Festival (BBTC)
- 2011: Producer: 'Double Indignity' - Bridewell Theatre (BBTC)
- 2010 - 2011: Producer: 'A Bold Stroke for A Husband' – UK Tour (BBTC)
- 2013: Producer: 'My Imaginary Friend Patrick Stewart' shortlisted for the Charlie Harill Reserve Award, Pleasance Theatre

- 2012 Producer: 'Dead Pile Old Vic New Voices' – TS Eliot US/UK Exchange project, Old Vic Studio

## EDUCATION

2003

**Bachelor of Arts:** Acting BA (Hons) 2:1

**Guildhall School Of Music & Drama** – London

2000

**A-Levels:** Politics: A; Theatre Studies: B; History C

**LASWAP Sixthform** – London

## TRAINING AND COURSES

2015: Level 3 OCNLR Accredited Course: Leading Dance for Older People

2013: Stage One 'New Commercial Producers' Workshop

## REFERENCES

Max Peters - Artistic Director The Centre17

E: info@thecentre17.com, T: 07932879206

Glynis Hall - Director Glynis Henderson Productions (GHP)

E: glynis@ghmp.co.uk, T: 07775686399