



DANIEL CINCOTTA

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CAREER OBJECTIVE

To secure a challenging new career opportunity in the **events industry** where I can utilise and further develop my skills and experience in function coordination, events management and client service management. A hardworking and well presented people-person, I thrive working in a fast paced environment, consistently meeting deadlines whilst meeting and exceeding client and employer expectations. Having acquired a wealth of experience across various industries over the past 8 years, I am positive that my broad skills would be well utilised by your integral organisation.

EDUCATION & TRAINING

- **EVENT MANAGEMENT COURSE**
National Institute for Dramatic Art
Duration: Intensive 1 year part-time
- **SENIOR FIRST AID CERTIFICATE**
St John Ambulance

DEMONSTRATED SKILLS & ABILITIES

- Planning, production and management of events on any scale from outdoor spectaculars and ceremonial public events through corporate or community celebrations and dance parties.
- Consult with clients about events and offer suggestions to make sure their requests can be met.
- Negotiate the type and costs of services to be provided within a budget.
- Consult with management to make sure adequate staff members are rostered for duty.
- Strong focus on the project management of events and developing creative and production skills.
- Prepare event briefs and develop event concepts, working with members of a creative team to design a unique event that exceeds client's expectations taking a creative approach to all stages of event production.
- Project planning and management including setting of goals and objectives from the event concept and design and scheduling, implementing, monitoring, reviewing and delivering successful events.
- Effective production and practical skills in stagecraft, technical production, operations, dealing with suppliers and venues and all aspects of the production of events such as lighting, audio, vision, staging, costumes and sets.
- An understanding of production areas is a key feature of the NIDA Event Management course.
- Strong understanding of the financial, legal and administrative issues that must be dealt with in all events including human resource management, risk management and developing/incorporating event plans into business strategies.
- Collect and analyse data on projects undertaken, and report on project outcomes.
- Coordinate staff to make sure that the program of events occurs on time.
- Oversee work by contractors and report on variations to work orders.

EMPLOYMENT HISTORY

2003 - Current

SYDNEY FESTIVAL

Becks Festival Bar, Hyde Park Barracks

Assistant Event Coordinator

Assistant Site Manager

OH&S Officer & Fire Warden

Key Duties - Assistant Event Coordinator:

- Assist in the production and management public events.
- Consult with management to make sure adequate staff members are rostered for duty.
- Strong focus on the project management of events and developing creative and production skills.
- Prepare event briefs and develop event concepts, working with members of a team to design unique events.
- Set objectives from the event concept and design and schedule, implement and deliver successful events.
- Maintain a strong understanding of the financial, legal and administrative issues that must be dealt with in all events including human resource management, OH&S and risk management.
- Collect and analyse data on projects undertaken and report on project outcomes.
- Coordinate staff to make sure that the program of events occurs on time.
- Oversee work by contractors and report on variations to work orders.

Key Duties - Assistant Site Manager

- Pre-production duties including site inspection and evaluation.
- Communicate with contractors and suppliers for bookings and quotes.
- Liaise with Historic House's Trust staff to ensure integrity and maintenance of the building.
- Assist with the bump in, running and bump out of all site infrastructure.
- All aspects of backstage and performance management.
- Crew, performer, hire, freight, venue and transport coordination.
- Security management, overseeing the safety and security of patrons and property.

Key Duties - Site OH&S Officer & Fire Warden:

- Promote occupational health and safety and develop safer ways of working.
- Inspect and test machinery and equipment to make sure they meet safety regulations.
- Ensure that personal protective equipment are being used in workplaces according to regulations.
- identify and test work areas for potential accident and health hazards.
- Ensure that the organisation is aware of and complies with all legislation in relation to the use of equipment and substances as well as in all workplace activities
- Help supervise the investigation of accidents and unsafe working conditions, study possible causes and recommend remedial action.
- Conduct training sessions for workers on health and safety practices and legislation.
- Coordinate emergency procedures, fire fighting and first aid crews.
- Communicate frequently with management to report on the status of the occupational health and safety programs.
- Develop occupational health and safety systems, including policies, procedures and manuals.

1999 - 2000

SERVICE STREAM

Field Technician

Key Duties:

- Telstra pay-phone repair and installations servicing clients in the public, private and commercial sectors.
- Fault finding and repair of Telstra networks.
- Maintenance of Telstra pay-phones.

PROFESSIONAL REFEREES

JOHN BAYLEY

Head of Production

Sydney Festival

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