



KIMALEA CAMPBELL

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ABOUT

Being a motivated self starter, I possess the necessary skills and ability to undertake tasks assigned to me. I have a well-developed communication and management skill set, which allows me to work well in teams and will be an asset within your company.

EXPERIENCE

EDNA MANLEY COLLEGE OF THE VISUAL AND PERFORMING ARTS: PRODUCTION COORDINATOR (MARCH 2018- JUNE 2019)

In this role, I am tasked with the supervision of the production assistants, maintain production schedules, and handle a variety of other tasks that ensure that the productions run smoothly. I also prepare the annual calendar of EMCVPA productions and special events in collaboration with the VP of Administration and Resource Development, Dean/Directors of Schools and the Marketing & Communications Department.

JAMAICA CULTURAL DEVELOPMENT COMMISSION: VISUAL ARTS ADMINISTRATOR (JANUARY 2015-2017 (INTERN) (JUNE 2018 - DECEMBER 2018 (FULL TIME)

As the Visual Arts Administrator for the JCDC visual arts competition, my duties included collection, labelling, recording of artwork, development, planning of sub-events and performances, negotiating contracts and developing community interest in the sub-events. I was also responsible for directing personnel and devising their schedules and task assignments. Other administrative duties included conducting grant research, submitting grant applications and programme concept development.

POWERFUL WOMEN AND MEN PERFORM FOR CHARITY: PRODUCTION MANAGER (DECEMBER 2017 - PRESENT)

As the production manager, I was responsible for the overseeing of the production process, development of a production schedule; ensure that the production was cost-effective; decide what resources are required; draft a time-scale for the job; estimate costs and set the quality standards; monitor the production processes and adjust schedules as needed.

THE ASHE COMPANY: PART TIME EXECUTIVE ASSISTANT TO THE ARTISTIC DIRECTOR (JULY 2016 - JUNE 2018)

My role as the Executive Assistant included administration and organizational work regarding the preparation of artistic productions. On a daily basis, my duties revolved around assisting clients, organizing equipment and supplies, production scheduling and sorting of inquiries and other paperwork.

THE PHILIP SHERLOCK CENTRE FOR THE CREATIVE ARTS JAMAICA DANCE UMBRELLA: SPONSORSHIP MANAGER (JUNE 2017 - JUNE 2018)

My role as the Sponsorship Manager included ensuring that the event sponsorship products are consistent with the Philip Sherlocks corporate partnership programmes, and maximise opportunities for cross-selling of sponsorship and partnership programmes

**REDBONES JAZZ & BLUES
CAFE: SOCIAL MEDIA & CUSTOMER
ENGAGEMENT COORDINATOR (JULY
2016- DECEMBER 2017)**

As the Social Media & Customer Engagement Coordinator, I was tasked with developing original content and suggest creative ways to attract more customers and promote the company's brand. In addition to that, I also assist in driving effective understanding and interpretation of the Redbones' brand experience and internal and external identity.

**KINGSTON ON THE EDGE URBAN ARTS
FESTIVAL| FESTIVAL LOGISTIC MANAGER
(JANUARY 2014- AUGUST 2016)**

As the Festival Logistic Manager, I was responsible for the behind-the-scenes logistics of the festival by working with vendors, Artist, city officials, volunteers, and on-site staff.

**REVE JEWELRY AND ACCESSORIES| REVE
WELLNESS FESTIVAL: ASSISTANT PROJECT
MANAGER (AUGUST 2015)**

I was responsible for assisting the Project Manager with the planning, management direction, project completion, client satisfaction, and the overall outcome of the Reve Wellness Festival. My role included but was not limited to, on-site project management, project coordination, and project controls, as well as document procurement and project schedule adherence.

**THE MINISTRY OF TOURISM AND
ENTERTAINMENT: ARTS IN THE PARK |
DANCE EDITION ASSISTANT PROJECT
COORDINATOR (MAY 2015)**

As the Assistant Project Coordinator, I was responsible for coordinating tasks, organizing and controlling project activities under the direction of the Artistic Director, Senior Production Coordinator, and Project Manager. My duties included managing volunteers, overseeing the audition process, assisting the project manager with organizing and issuing preliminary schedules and other project documentation as well as to communicate all information to the necessary project team members.

ACADEMIC QUALIFICATIONS

- BA in Arts Management - The Edna Manley College of the Visual and Performing Arts (JA) (2013- 2017)
- Social Media Workshop Training Certificate - Panache Digital (JA) (March 2019)

SKILLS

- Leadership and People Management
- Critical Thinking
- Collaboration Skills
- Management of Personnel Resources
- Complex Problem Solving
- Project Management Skills

AWARDS

- Principal Award
- Chairman's Spirit Award
- Student's Spirit Award

REFERENCES

Janice Gore
Acting Head of Department
School of Arts Management & Humanities
Edna Manley College of the Visual and Performing Arts
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KNOWLEDGE

- Understand strategy
- Business functions
- Decision-making and workflow
- Budgeting and Cash Flow Management
- Essentials of Management

PERSONAL ATTRIBUTES

Team leader capable of motivating colleagues. Possesses strong interpersonal skills. Superb communication skills and ability to articulate technical concepts to a nontechnical audience. Knowledge of project management methods. Has the necessary drive and enthusiasm required for a tough competitive industry.

Gillian Wilkinson McDaniel
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