



ARCADIAN

Productions Inc.

Nancy Cottingham Powell

BACKGROUND

Since 1986, involved with the Arts Sector, Special Event, Theatre, and Television Industries. Major focus on project development and management; arts administration; programming and talent management; personnel management; fundraising; marketing; contestant and volunteer coordination.

EXPERIENCE

Freelance through Arcadian Productions Inc. (co-owner/operator) since 1988
www.arcadianproductions.ca

EVENT COORDINATION/ARTS ADMINISTRATION

- Responsible for working with **Board of Directors** and Committees, mainly in the non-profit sector, to assist with **the creation of the vision** for an event then **implementing** the group's plan.
- Responsible for identifying **all production components** then developing the plan of action to produce **festival, corporate and television events**
- Developing and administering **budgets**, up to 2 million dollars
- Setting up and managing **administrative systems**, including bookkeeping, taxes, WCB, payroll and liaising with accounting firm.
- **Assembling creative teams** and overseeing design elements throughout development
- Generating and overseeing **production schedules**
- Responsible for formulating and implementing and/or delegating all **logistical components of the events** (sound, lighting, staging, transportation, communication, etc.) including **exporting production elements** and talent to foreign countries.
- Through verbal and written means, establishing **communication links** between **all levels** of the production (clients, sponsors, venues, talent, suppliers, crew, etc.)
- Identifying, contracting and **managing production personnel**
- Evaluating, preparing tenders, negotiating, and scheduling suppliers
- **Managing seminars**, including attendee registration, venue management, and session logistics
- Compiling information for **feasibility studies and final reports** for events
- Supporting **marketing initiatives** through information gathering, etc.
- Managing an **outreach program** with presenters through BC: choosing candidates to receive funding; contracting; liaising with presenters on sponsorship recognition details

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EXPERIENCE – cont'd

PROGRAMMING/ARTIST SERVICES

- Responsible for **outlining programs** for festivals, telethons and corporate events
- **Identifying and hiring talent**, including screening, auditions, and negotiations
- **Writing and execution of contracts** for talent, including rider management and tax waiver details
- Identifying and oversee **hiring of talent for large-scale special events**, such as headline talent including bands, street performers, multicultural performers and dance groups.
- Helping develop and market **symphonic children's programs** to symphonies in Canada and the United States.
- Managing **Artist services** for events, including flights, border crossing, tax waivers, accommodation, ground transportation, hospitality and artist merchandise sales
- Liaising with talent in regards to **promotional materials** for event.

FUNDRAISING/GRANT WRITING

- **Creating and implementing fundraising strategies** for **events and organizations**, including sponsorship, donor campaigns and grants
- Writing and managing funding and sponsorship **proposals**
- **Servicing** sponsor, donor and grant requirements
- Writing **grant applications** for funding

MARKETING

- **Creating marketing plans** for festivals and seminars
- **Implementing plans** through advertising and public relations working with print, television and radio
- **Writing** and overseeing lay up of print **ads**
- Writing and overseeing production of **promotional videos** for festivals
- Writing and/or soliciting **editorial** comment from various media
- Overseeing design, lay-up and production of **marketing materials**, i.e. logos, brochures, posters, programs
- Writing copy for **programs, press releases, PSA announcements**

VOLUNTEER /CONTESTANT COORDINATOR

- Hiring, training, scheduling, and coordinating **volunteers** for numerous productions
- Establishing and running a **contestant department** within a television production to oversee contestant details for game shows including **developing training systems** for contestants and instructing adult and youth candidates on gaming techniques and strategies

CONSULTING

- Managing **feasibility studies** to identify ways to help organizations/events grow and prosper
- Identifying needs within an organization through interviews of key players and data review and **making recommendations through a written report**

SELECTED HISTORY of CONTRACTS:

2015-14	Vetta Chamber Music	Acting Executive Director
	One year contract to focus on raising funds for Vetta to help them hire core staff to oversee administration of their organization (they have been volunteer run for 29 years) and help increase funds for their 30th anniversary season to help support an expanded artistic vision, production upgrades, etc.	
2015-11/05/04	Sechelt Arts Festival	Festival Producer
	District of Sechelt Conceptualizing and managing the start-up for the first two years of this new annual arts festival in Sechelt and returned to produce the 2011-14 festivals. Responsibilities included feasibility study, budgeting, timelines, fundraising, programming, marketing, staffing and production management.	
2015-14	Theatre of Fire	Project Manager
	Vancouver based artist project Working with Vancouver composer Paul Alexander, Borealis String Quartet, cellist Eric Wilson and multi-instrumentalist Boris Sichon, to coordinate a multi-phased artistic project tying into scientific research. Assisting with fundraising, marketing and project management.	
2014-13	Celtic Fest Vancouver Society	Executive Director
	Senior manager in charge of producing the annual CelticFest Vancouver event, including 9-day festival of music, dance, workshops and the St Patrick's Day Parade. Head administrator and fundraiser, contract staff manager and Board liaison.	
2013-11	CelticFest Vancouver	Artist Services Manager
	Artist management details for 9-day March festival, including contracting, travel and accommodation, artist merchandise sales, and scheduling.	
2012-10/00	MusicFest Vancouver	Artist Services and Outreach Manager
	Artist management for 10-day summer music festival (classical, world and jazz). Also responsible for managing year-round outreach concert sponsorship program, with concerts being presented throughout BC.	
2010-08	Pacific Baroque Orchestra	General Manager
	Responsible for all aspects of administration, fundraising, marketing and production for the orchestra's concert season, working with a very limited staff. Organized and executed the campaign to hire a new artistic director. Doubled the individual donations over one-season.	
2010-05	Painting Below Zero	Production Manager
	Ice Painting Project Society, artist Gordon Halloran. Advancing set-up of ice painting project, including budgeting, transportation, personnel, liaison with clients and venues. <ul style="list-style-type: none"> ▪ Cultural Olympiad, City of Richmond, 2010 Vancouver Olympic Games ▪ City of Chicago, Museum of Modern Ice, February 2008 ▪ City of Toronto, Paintings Below Zero, February 2007 ▪ Niagara Ice Wine Festival, Niagara-on-the-Lake, February 2007 ▪ Cultural Olympiad, Italian Winter Olympic Games, February 2006 	
2008-02	Arcadian Symphonic Family Concerts	Producer, Marketing/Production
	An original series of symphonic family concerts produced by Arcadian to market to Symphony Orchestras throughout North America. Responsible for marketing of the concerts, contracting, and production details.	

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- 2008-07 Vancouver International Song Institute (VISI) Administrative Manager**
UBC School of Music, Rena Sharon, Artistic Director. Responsible for start up and running of aspects of international event, including society / production management, marketing, and funding research.
- 2006-01 Sunshine Coast Relationship Seminars Seminar Coordinator**
Organized all aspects of the seminar series for Doctors, including advertising, attendee services and presentation logistics
- 2002-01 Canada Day at Canada Place Production Manager**
@Vancouver Trade and Convention Centre, contract under BC Event Management
Oversaw all aspects of production for Canada Day celebrations, including blocking off Cordova St as performance area; hiring suppliers and crew; scheduling; permits, etc.
- 2001 World of Children's Choirs - International Symposium Production Manager**
Managed production logistics for international event at various venues throughout Vancouver, including the Sheraton Wall Centre, St Andrew's Wesley and BC Place Stadium.
- 2001-00 Swinging Nutcracker (Infinity Films w/CBC, Bravo TV Special) Co Producer**
Assisted Arcadian partner Ross Powell (writer of the original screen play) as co producer on this original production. Was in charge of artists services during shooting.
- 1999 BC Event Management Writer/Production Manager**
Proposals and event research; facilitating convention special events such as themed dinners
- 1998-94 Pacific National Exhibition Manager, Entertainment/Agriculture Production**
Responsible for all aspects of entertainment logistics, including talent management, venue and technical set-up, liaison with on site unions, budget, schedule and communication management. The final year responsible also for managing the overhaul of the agriculture department, working with numerous committees to restructure the 'look' of agriculture at the annual fair.
- 1998- 93 Vancouver Symphony Summer Series Production Manager**
Managing logistical set-up of outdoor venues for the VSO at various venues, including Deer Lake Park, Grouse Mountain and Whistler Mountain Resort. Responsible for liaison with the Symphony and the various venues and clients; hiring and managing crew and technical suppliers; budgeting; scheduling.
- 1995-93,91,90 Variety Club Telethon (BCTV) Associate Producer**
Programmed and managed national and international talent for 22 hours of live television, including helping to assemble large production numbers.
- 1993 World Symposium of Choral Music Production Manager**
- 1992- 91 Experience Canada (Canada 125 Initiative) Festival Coordinator/
Executive Assistant/Production Stage Manager**
- 1991 Election '91 (U.TV) Assistant Producer**
- 1991-88 Various Game Show Contestant Coordinator**
Acting Crazy (U.TV Game Show)
Talkabout (CBC Game Show)
- 1986 EXPO 86 (Parades) Production Expediter**

EDUCATION**Arcadian Productions Inc.**

Co-owner and operator of incorporated business established to service special events and television contracts. Incorporated October, 1988 in British Columbia

- Responsible for company structure, systems, budgeting and bookkeeping
- Recruitment, negotiation, and implementation of contracts
- Marketing of company and services

Business Training

Small Business Management Course – Federal Development Business Bank

- Business Plan
- Financial Management
- Advertising and Promotion

Computer Skills

Extensive use of MacIntosh computers since 1988.

Fluent in the following programs:

MS Word, Excel, Filemaker Pro (data base), Power Point, MYOB (accounting) , email software with some knowledge of Photoshop

Experience with Window based software.

Post Secondary Training**American Academy of Dramatic Arts (AADA)**

Pasadena, California; Graduated 1982 with two-year acting diploma

Relevant skills obtained from program:

- Verbal communications, public speaking, self-confidence
- Personal commitment
- Understanding of the artists' role within a production

References available upon request.

Arcadian Productions Inc.

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