

**Mette Slot Johnsen, BA. HONS - +44 7754 454224 /
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About me:

-Versatile creative producer and events coordinator, with extensive experience of working in a variety of roles in live events settings. I've successfully developed, managed and realised a variety of art and music events.
-Fast thinker: I'm adaptable and diligent with strong analysis and problem-solving skills.
-Thriving on challenges + responsibility, team work + partnership, and taking pleasure in honing old skills and in developing new ones.

Key Skills:

- Native speaker of English and Danish; proficient in German and Spanish;
- Strong communication and creative writing skills as well as English/ Danish translation and vice versa.
- Excellent IT skills including Microsoft Office, diary management / booking systems & CRM databases (eg. Enta, Artifax), and social media and website platforms (eg. Wordpress, squarespace)
- High standard of customer service with great problem-solving and diplomacy.

Education:

BA.HONS Media & Cultural Studies

End result: 2.1

2001-2005: Queen Margaret University College, Edinburgh.

- Studying media and cultural theory
- Undertaking practical media production with a focus on radio production
- Specialising in cultural industries with an emphasis on popular music and film
- Dissertation on Danish music and cultural funding policy.

Other:

Contributor to the music blog

www.passiveaggressive.dk among others.

Participant in Cultural Creative Spaces and Cities – Commons Co-Lab project

<https://www.spacesandcities.com/news/results-of-the-digital-co-creation-lab-commons-sense/>

Participant in Travers.dk cross disciplinary arts residency in Denmark, May 2019

<http://travers.world/camp-2/>

References are available on request.

Live Music Industry Experience:

Agency Assistant, Art & Industry - Freelance
Feb 2013 – Current (part time)

- Collating and reporting ticket sales and circulating information to all relevant parties
- Updating websites, carrying out industry research, producing contracts and memos.
- Representing the agency at industry conferences, concerts and festivals featuring current and prospective clients.

Application Advisor, PRS for Music

Foundation – Freelance – May 2020 - Current
Assessing and advising on funding applications for PRS Foundation.

Stage Manager + even producer, Paul Hamlyn Foundation – Freelance

Aug - November 2019

Advancing the artists and tech requirements for the Awards for Artists Anniversary Ceremony, 2019. This involves liaising between Paul Hamlyn Foundation, LSO St Luke's and the performing artists

Charity Coordinator, The Spitz - Freelance

June 2017 – Present

-Working with director Jane Glitre, coordinating and undertaking fundraising, research, pr and data collating for The Spitz. Developing strategy and planning and participating in live music sessions at care homes.

Promoter/ Stage manager/ Production coordinator/ rep/ door staff – Ad hoc

Jun 2007 – Present

Taking on a range of roles as an independent show promoter, rep at The Spitz (venue) and The Local (promoter), event coordinator + rep at WILM.eu, stage managing at O'Sullivan Productions, door staff at Rockfeedback among others.

Artist Liaison Coordinator – Larmer Tree + End of The Road Festival July – Sep 2019

-Advancing the artists for the two festivals, collating arrival, transport, dietary details etc; Communicating around special requirements and preparing info briefs for artists, crews and festival staff. Preparing documents and signage for onsite; Ordering + organising riders.
- Coordinating the AL teams and manager, updating and sharing relevant information, being a point of contact for other festival

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departments dealing directly with artists and resolving any related issues.

Project coordinator No-Nation – Freelance
June 2017 – September 2019

-Working with Guy Morley at No Nation, getting admin task in hand and reactivating dormant projects with a view to future touring, as well as working on developing brand new projects.

Events Producer - Serious/ EFG London Jazz Festival *Aug – Dec 2017*

-Advancing and producing concerts ranging between 400 capacity art centre venues – 80 capacity club venues corporate gigs.
-Contracting; arranging accommodation and travel; and rehearsal; booking back line, PA/ staging and relevant crew; sorting immigration issues; event scheduling and generally liaising with artists, management, venues and associated broadcasters where applicable.
-In addition: Managing budgets and processing payments; making venue walk in music play lists; building template data bases and collating and inputting info to share across teams and departments; engaging in team hive mind problem solving.

Non classical programmer + Coordinator – Kings Place Music Foundation
Feb 2016 – June 2017

-Diary managing and booking jazz, folk, spoken word and contemporary music events
-Producing projects; conceiving ideas; researching; budgeting; deal negotiating, contracting and liaising with all relevant parties
-Coordinating events across various platforms, with internal and external partners.
- Contributing to shaping new strategies for the organisation and the cultural program
-Representing the venue at own and external gigs and at music industry conferences/ festivals

Membership & Box Office Assistant - BFI Southbank *Mar 2007 – Feb 2016*

- Liaising with the public, selling tickets and answering general queries
- Maintaining and updating the BFI membership data base
- Corresponding with members regarding membership policies, offers and events, as well as internal and external partners on enquiries about both the British Film Institute and general film related information.

Agent Assistant to Claire Courtney - Earth Agency *July – Dec 2015*

- Supporting booking agent Claire Courtney in the day to day contracting and show invoicing
- Administrative tasks; researching venues and bands; reporting ticket sales; updating website and producing content; uploading press assets and media files
- Representing the agency at conferences, concerts and festivals

Secret Sessions Liaison - End Of The Road Festival *Aug/ Sept 2012, 2014 & 2015*

- Coordinating and scheduling the secret sessions organised by the festival and the media partners, primarily The Line Of Best Fit, working directly with the festival press team and directors
- Liaising with artists and management on site, with reference to technical requirements, transport logistics and individual artists and session's requirements

+ Artist Liaison + Director's Assistant - End of The Road Festival *Jan – Sept 2012*

- Assisting Festival Director Sofia Hagberg in the administration of booking and artist liaison; including processing contracts and invoices, producing schedules and overseeing deadlines
- Writing sponsorship proposals, answering queries, corresponding with PRS, artists and their management
- Researching & collating information for artist liaison documents. On-site ensuring artists' requirements are met and schedules are running efficiently and smoothly

Promoter, The Pastry Club

June 2007 – Dec 2008

- Creating and curating Danish music showcases: producing proposal and budgets, securing Danish arts funding
- Researching and booking artists; negotiating and writing contracts and procedure sheets
- Venues, back line and extra gear hire, organising hospitality
- Liaising with management and artists arranging travel and accommodation
- Writing PR and marketing materials and delegating promotion tasks
- Managing the events on the night