

# STEFANIE ROBINSON

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## EXPERTISE

Event Management  
Budget & Cost Control  
Stakeholder Engagement  
Team Leadership  
Logistics Coordination  
Cultural-Led Programs  
Coaching, Mentoring & Training  
Community Engagement  
Contract Management  
Diary Management & Scheduling  
Digital Marketing  
Project Administration  
Work, Health & Safety  
Administration

## EDUCATION

**He Papa Tikanga**  
Te Wananga O Aotearoa

**The Art of Fire & Clay Course**  
School of Clay & Art

**Solo Performance Residency**  
Victoria University

**Postgraduate**  
**Animaturing/Dance**  
Victoria College of the Arts

**Intensive Training in Physical Theatre**  
John Bolton Theatre School

**Bachelor of Arts – Humanities (English Literature)**  
Massey University

## PROFESSIONAL PROFILE

A highly pragmatic, results-driven professional who has an extensive career in developing and delivering engaging events, including educational workshops, artistic installations, and community parades. Demonstrated the ability to lead multiple projects simultaneously, both in-office and remote settings, from creative brief to planning, budgeting, team leadership, safety, and post-event evaluation. Recognised as a collaborative leader who cultivates strong relationships, creates a fun working environment, and inspires people to deliver the best possible result. Currently seeking remote opportunities that leverages expertise across event management, project delivery, stakeholder engagement, and administration.

## EXPERIENCE

**TE AHO O TE KURA POUNAMU | NEW ZEALAND | SEPT – DEC 2024**

### Kaiwhakatere/Learning to Learn Coordinator

#### Core Responsibilities:

- Built relationships and worked alongside ākonga to identify possible pathways for shadowing and internship placements.
- Built relationships and worked with key organisations and businesses to create shadowing and internship opportunities.
- Supported ākonga and whānau during the shadowing and internship process alongside key kaimaki at Te Kura.

**CITY OF WHITTLESEA | AUSTRALIA | 2009 – 2024**

### Arts, Cultural & Events Arts Project Officer / Jan 2021 – May 2024

### Digital Content Creator / Jan 2021 – Dec 2021

### Project Coordinator & Community Engagement Officer / 2009 – 2020

#### Core Responsibilities:

- Provided leadership to a varying-sized team of employees, volunteers, and subcontractors to ensure project deliverables are met.
- Managed events from brief to planning, budgeting, resourcing, contract management, facilitation, safety control, and post-event review.
- Prepared a variety of digital assets, including newsletters, social media content, website blogs, and marketing emails.
- Steered the development, delivery and post-facilitation review of online classes for local artists on editing digital assets and engaging audiences.
- Acted as a trusted conduit between internal and external stakeholders such as organisations, marketing agencies, and government agencies.
- Oversaw activities relating to project administration, including database management, licensing, scheduling, meetings, and documentation.
- Delivered events in line with relevant regulations and policies by steering activities relating to safety, compliance and risk management.

## PROFESSIONAL SKILLS

Relationship Building

Communication (Verbal/Written)

Analytical | Critical Thinking

Problem-Solving

Emotional Intelligence

Attention to Detail

Creative Mindset

Planning | Organisational

Time Management

Cultural Awareness

## TECHNICAL SKILLS

Microsoft Office Suite (*Word, Excel, Outlook, SharePoint, Teams, PowerPoint*)

Campaign Manager

Canva

Adobe (*Photoshop*)

Final Cut Pro

WordPress

Squarespace

### Key Achievements:

- Successfully transitioned the Artist Studio Trail from a physical event to a digital platform within three months.
- Created an online gallery for the Annual Community Art Exhibition, which saw >1000 click rates.
- In collaboration with curator, delivered a three-month workshop with artists that focused on uplifting the installation creation capabilities.
- Empowered five schools (>1.2K children) to create amazing artwork that was embedded in a large installation at the arts centre.
- Managed multiple events simultaneously, delivering all of the projects on time, against scope, and within budget.
- Received the National Winner Active Arts in the LGPro Awards (Annual Local Government Awards).
- Delivered multiple community engagement projects/events, including;
  - Pop Up Over Pokies | \$50K | 200 Participants
  - Community Arts Recovery | \$25K | 7 Participants
  - Knowing You Knowing Me | \$180K | 800 Participants & 600 Audience | Three-Years Running
  - Into the Light | \$420K | <3,600 Participants & 3000 Audience | Six Year Running
- Delivered multiple curated exhibitions, including;
  - Connecting Community from Cultural Collection | 800 Audience

## FREELANCE CAREER SNAPSHOT

### Theatre Performer & Workshop Facilitator / Polyglot Theatre / 2010 – 2023

- Facilitated child-led creative workshops for children of all abilities, including neuro-diverse and children with a disability.
- Fostered strong relationships with people from all walks of life, including artists, schools, students, and members of the public.
- Worked as part of a team to develop creative projects in line with current challenges, trends, and community needs.
- Performed in various shows internationally, including Light Pickers, Paper Planet, We Built This City and Tangle.

### Business Owner / Stefanie Robinson Ceramics / 2017 – 2022

- Established and managed a small ceramic business, including an Etsy eCommerce shop, studio retail shop, and social media platforms.
- Managed social media platforms (e.g. Facebook, Instagram) from content creation to engaging with followers and monitoring performance.

### Parade Manager & Community Artist / Lismore Lantern Parade / 2005 – 2017

- Led the planning and design of a community lantern parade with over 2,000 participants.
- Established relationships with local police, emergency services, council officers, sponsors, and other stakeholders to coordinate the parade.
- Created production documents including event plan, safety procedures, checklists, and risk management plans.
- Planned, coordinated and managed the transportation of >130 large lanterns with no breakage or delays.

## PUBLICATIONS

### **A Powerful and Wonderful Experience / 2018**

<http://www.polyglot.org.au/a-powerful-and-wonderful-experience/>

### **Art After the Tsunami / 2015**

<http://www.artshub.com.au/education/news-article/opinions-and-analysis/arts-education/stefanie-robinson/art-after-the-tsunami-248653>

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## PORTFOLIO

Visit the following website to see a portfolio of projects, events, collaborations and exhibitions.

[www.stefanierobinson.com](http://www.stefanierobinson.com)

### **Producer / The Hope Tree / 2015 – 2015**

- Spearheaded the creation and installation of nests as part of the Big West Festival, which was woven by the community in response to the theme of home.
- Secured funding, managed the planning, coordination and facilitation of the installation, including workshop design & delivery, stakeholder liaison, logistics, safety, and compliance.

### **Director / Woodford Folk Festival / 2013 – 2014**

- Created a large outdoor ceremony for the Woodford Folk Festival with local Aboriginal leaders, festival musicians and performers, community members.
- Worked with the wider team of creatives to deliver community-based shows, including a lantern parade to an audience of 30,000.

### **Lead Artist / Latrobe Valley / 2009 – 2009**

- Designed and delivered a multi-pronged community arts project which discussed climate change and its impact on a coal-powered electricity production community.

### **Artistic Director / Taranaki International Arts Festival / 2007 – 2007**

- Managed the design and delivery of a community lantern parade through school and community workshops in New Zealand.
- In collaboration with the local Iwi designed and delivered an outdoor finale performance featuring fire sculptures, choir and performances.
- Trained local artists to deliver lantern workshops, building their planning, creative and organisational skills.

### **Assistant Director / Caring for Country Conference & Festival / 2007 – 2007**

- Worked with the Local Aboriginal Cooperation to design and deliver an opening event for national Aboriginal land care conference.
- Delivered lantern workshops to >300 children and community members including facilitating training to local artists.
- Worked with the LightnUp team to create large fire sculptures, community lantern parade and light installation.

\* EARLIER CAREER AS A DIRECTOR AND PERFORMER PROVIDED UPON REQUEST \*