



ANNAFRANCESCA TONNA

PERSONAL DETAILS

A highly driven theatre, live entertainment and events professional, looking for a role in show running, arts management/production and administration.

CONTACT DETAILS

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annafrancescatonna.com

SKILLS AND QUALIFICATIONS

- **Languages:** English (native), Russian (fluent), French (basic and have worked in France briefly)
- **Software/Applications:** Adobe Premiere Pro, Prezi, Pics.io, Canva, Zoom/Slack/Yapster, Eventbrite, Mailchimp, Hootsuite, Stocklink, SevenRooms, Design My Night, Sortly/Wunderlist, Jester Lighting Board, Artist 3, Qlab, Garage Band, Virtual DJ, Microsoft Office, G - Suite, Google Drive/Dropbox
- **IT proficient in:** Mac OS and Windows
- **Typing Speed:** 86 WPM
- **Website building:** One.com, WiX, Wordpress
- **Extensive knowledge in:** Risk Assessments, Diary Management, Budget Management, Theatre/Events/Set Production (incl previously being an Extra in TV and Film)
- **DSLR Operation:** Nikon, Canon, Sony
- **Certificates/Training:** DBS Certificate, Health & Safety and First Aid Trained, Clean UK Driver's License with Pass Plus Scheme Certificate, Coronavirus basic awareness on Production Training, Disability Training, Safeguarding Training, Public Speaking Training

EDUCATION

Goldsmith's University of London, 2014-2017

1.0 BACHELOR OF ARTS IN DRAMA & THEATRE ARTS

- Studied the history of various performing arts, as well as Stage Management, Light Design, Set Design, Sound Design and Producing
- Accepted into Erasmus Programme and studied in Nafplio, Greece, where I created an interactive film performance, that was exhibited in Athens
- Vice President for the Ultimate Frisbee Team & member of the Taekwondo Team, current alumni member of the MMA Society

WORK

Freelance Theatre Producer

HEAD FOR HEIGHTS THEATRE COMPANY, JAN 2018 - PRESENT

After being an Assistant Stage Manager on a show, I was asked to take over as producer for the company, which focuses on bringing unknown, new plays to the UK. I have produced all workshops and performances since (incl Karl Marx, Year Zero; Spider Girls; Paineicur; Mistral, Gabriela), organising all the administration, marketing and securing grants (Arts Council England, Anglo Chilean Society, The British Council). As well managing the company accounts and website/social media.

Entertainment Manager (Previously Assistant Entertainment Manager)

INCEPTION GROUP (BUNGA BUNGA COVENT GARDEN), SEP 2018 - AUG 2020

I coordinated the entertainment (variety acts, actors, technicians, musicians) for five different shows per week in this immersive cabaret venue. I booked and scouted the performers and created rotas, was in charge of up-keeping the green room, the entertainment budget, as well as the entertainment payroll, producing (arranging and overseeing rehearsals, filling out risk assessments, prop/costume sourcing and curating narratives) all new shows and stage managing all shows and external corporate events. I also collaborated with the departments of Inception Group, such as Marketing and Design, working with companies like MTV, and learned to operate, maintain and troubleshoot light, sound and aerial equipment.

Stage Manager

URINAL RESIDENCY, JULY 2018

I was the SM for an installation piece, performed at LADA (dir. by Creature Cramps), which aimed to raise awareness of the violence against transgender individuals in UK public toilets. Duties included: daily set-up of set and props, overseeing and maintaining safety during performance, filling out risk assessments and submitting post-show reports.

Post Production Coordinator

PHENOMEN FILMS, MAY 2018 - JUNE 2018

I coordinated all post production departments, including VFX artists, editors and sound mixers, in both Russian and English, for their upcoming film launch. Other duties included: organising private screenings for VIP guests, handling NDA forms, recruiting new people and providing overall assistance in a busy office environment.

Video Producer and Editor (For multiple projects)

LEGEND BUSINESS BOOKS/ LEGEND PRESS UK PUBLISHING, MAY - JUNE 2018

Over the months, I was commissioned to create multiple videos for this publishing

REFERENCES -

AVAILABLE UPON REQUEST

company. I shot and edited an interview to raise awareness of the oppression of the Uighur community in China, as well as help transcribe the footage. I also shot and edited their Youtube Channel Trailer and a book trailer for "Pieces of Me" by Nathalie Hart.

Usher Volunteer

GREENWICH THEATRE, APRIL 2018 - JUNE 2018

I managed ticket entry, sold merchandise and helped oversee the smooth running of shows as part of a team.

Theatre Operator

ANIMA THEATRE COMPANY, APRIL 2018

I independently operated the lights and sound for The Sleeper, (dir. by Henry Krempels), at The Space. In addition to operating both for the marketing photo-shoot.

Film Producer and Events Office Assistant

IPR EVENTS, SEP - NOV 2017

I assisted the Marketing Manager through administration support in the lead up to The European Pizza and Pasta Show at Olympus London. I also produced, co-shot and edited a promotional video of the event, which involved interviewing VIPs, such as Gino D'Acampo.

Assistant Stage Manager

HEAD FOR HEIGHTS THEATRE COMPANY, JUNE - JULY 2017

I was the ASM for Mad Man, Sad Woman (dir. by Sue Dunderdale), at The Space. Duties included: assisting with get in/get out, daily set-up of set and props, writing post-show reports and being on the book for rehearsals.

Theatre Operator

HEAD FOR HEIGHTS THEATRE COMPANY, JUNE 2017

I independently operated the lights and sound for Medusa (dir. by Cristóbal Pizarro) and Super Heroes (dir. by Alejandro Franco), both performed at The Space.

Usher

NEW PATHWAY PROJECT, SEP 2016

During the Michael Chekhov workshops, I filmed sessions, set up studios, troubleshooted technical issues, managed food orders and oversaw the production and organisation of the event, as part of a team.

Stage Manager/Zone Manager

NATIONAL PARALYMPIC DAY/MAYOR OF LONDON'S LIBERTY FESTIVAL, SEP 2016

I was the zone manager and stage manager for all performances in the Spoken Word and Visual Arts zone, at Queen Elizabeth Olympic Park. Duties included: daily set up of stage/props, assisting with the get in/get out and liaising with other zones for a smooth festival run.

Runner

BIG TALK PRODUCTIONS, JULY 2016

As a runner, my duties included assisting with administration and research, daily office set up, handling deliveries with couriers and the post office, managing sensitive packages/documents between multiple production companies and covering for the main runner.

Drama School Assistant (Former Attendee for 10 years)

POLLYANNA TRAINING THEATRE, JULY 2010 - JULY 2016

After attending for ten years, I was a freelancer for this drama school. Duties included: assistant stage managing, light/sound operation, set design and assisting with teaching children as young as five.

Film Producer and Editor

ANGELOURHOUSE CHARITY, AUG - OCT 2015

I was commissioned to produce, shoot and edit a short story about the homeless in London. It was shown at their fundraising auction and included having to interview a magistrate.