



Jimmy Justice

Venue Coordinator

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City of London, United Kingdom

Profile

Dynamic and experienced Arts Facilitator and Venue Manager with 9 years of professional expertise in community engagement and arts administration. Proven ability to tailor bespoke engagement plans, create and host cross-cultural events, and consult on artist development programs. Adept at logistical planning, finance administration, and staff management in a complex theatre and events venue. Skilled in site maintenance, including client liaison, team leadership, and strategic task planning. Instrumental in significantly developing the impact of community outreach programs and securing substantial funding.

Relevant Employment History

Freelance Arts Facilitator at Various

11/2018–Present

For over half a decade I have worked as an Arts Facilitator for community groups in various capacities. Recent companies I have worked with include; Graeae Theatre Co., 20 Stories High Co., Theatre Deli, ISI Denpasar in Bali and Rainbow Junktion. These roles have included tailoring bespoke community engagement plans for touring artists/companies, creating and hosting events for cross cultural learning and exchange and facilitating and consulting on programmes for theatre/dance artist development.

Studio and Office Manager at Theatre Deli, London

11/2022–Present

Responsible for administrative and technical running of a complex theatre and entrepreneurial building and events venue. Tasks and responsibilities include logistical planning, finance administration and staff management.

Site Maintenance at Troubadour, London

09/2021–04/2022

Ensured the wellness of a large production site by carrying out maintenance and repair duties. This included electrics, plumbing, building and basic carpentry. I was also responsible for client liaison, team leadership and strategic task planning.

Community Producer and Venue Manager at Open Source Arts, Leeds

10/2018–08/2021

For just over two years, I ran the events and artistic outreach programmes at the leading Leeds arts venue; Open Source Arts. My role was to organise,

Skills

Leadership Skills
Ability to Work Under Pressure
Effective Time Management
Ability to Work in a Team
Communication Skills

References

References available upon request

facilitate and promote workshops and events that focus on building resilience and solidarity within local communities. I oversaw a significant development in the impact of Open Source Arts' community work and was instrumental in securing large funding pots for our operations. Many of the events I produced involved creative outreach for the cultural enrichment of emerging artists and young people.

Education

MA Theatre Directing, East 15 School of Acting, Essex

09/2021–08/2022

Graduated with Distinction.

BA Hons (with Industrial) Theatre and Performance, University of Leeds, Leeds

09/2016–07/2020

Other Experience

Head Caterer, Leeds

Worked as a freelance caterer for large events and wedding.

Freelance Educator, Various

Worked as an educator in various formalities across the UK.

Theatre Director, London

I'm trained as a theatre director/dramaturg and it's my primary form of freelance income. Have worked at The Yard, National Theatre and at various organisations across Europe and Asia.