Madeleine Herbert Curriculum Vitae · maddyherb@gmail.com · 07914110990

Recent Work Experience

•	Jan '19 – Present	Assistant Producer and Youth Theatre Director at Merlin Theatre, Frome
•	Oct '14 – Present	Production Assistant for various including New Black Films, Hoofprint
		Productions, Quicksilver Media
•	Jan '19 – Jul '19	Director Intern at Rondo Theatre, Bath
•	Jan '18 – Dec '18	English Teacher at The Globe and Little Britain, Granada, Spain
•	Oct '16 – Nov '17	Team Member at Daily Information Oxford
•	April '14 – Jun '15	French Subtitle Translation/transcription for New Black Films, London and
		Channel 4 'Unreported World'
•	Sep '14 – Jun '15	Assistant Language Teacher in the Lycée René Descartes in Rennes, France
•	Jul '13 – Sep '13	Warden at Buckingham Palace and Windsor Castle
•	Apr '12 – Sep '12	Youth Coordinator for a public-funded project in Frome working on routes
		into creative work for young people.
•	Aua '11 – Sep '12	Box Office Supervisor at Merlin Theatre, Frome

Other Relevant Experience

- Internship at New Black Films, London. Attended meetings to negotiate access to interview key players in a new project, read and reported on scripts, compiled information memorandums and conducted research.
- **Festival and events work in the UK and in France.** Various roles including: Venue Manager, Artist Liaison, Artist Interpretor/Translator, Production Assistant.
- **Director of Kerchief Theatre.** Directing *The Holland Handkerchief* for shows at the Rondo Theatre, Bath and the Silk Mill, Frome in June/July 2019. Collaborative project with local professional musicians and actors who have collaboratively created the music, stagework and text.
- **Director of The Preview Show**, an online TV channel at Oxford University. We made video features covering aspects of life in Oxford: arts, music, drama, and lifestyle. Role included: coordinating features and content, sourcing interviewees, producing and directing features.
- Theatre involvement as performer, director, vocal coach, producer, light/sound technician and stage manager. Including: Oxford Playhouse, Camden People's Theatre, Bristol Shakespeare Festival, Burton Taylor, Manchester Fringe, Edinburgh Fringe (Paradise in the Vaults), Merlin Theatre Frome and Rondo Theatre Bath.
- *pussyfooting,* Oxford Uni Drama Society National Tour. I was one of five cast members in this piece of feminist theatre/sketch comedy, devised by the company, which toured to Manchester, London and Edinburgh. Audience responses can be found *here*.
- Volunteer Visitor to Detention Centres in the UK and France. Including volunteering for charity 'La Cimade', who provide practical and emotional support to immigrants and asylum seekers. Visited people held at the local detention centre and helped at fundraising events. Participated in a project for local radio writing accounts of our experiences visiting people in the centre.
- Mayoress of Frome, Somerset. Mayor's consort to Cllr Dickon Moore 2014 2015. Role included: civic events including charity functions and meals, visits to hospitals and hospices, speeches, opening events, judging competitions, writing press releases.
- **Student Journalism.** Regular contributions to the Oxford Student newspaper, including features, play reviews, previews and interviews. Newsreader on the Oxide Student radio station.

<u>Education</u> Frome Community College (2010 – 2012) 3 As and 1 A* at A level

St Peter's College, Oxford University (2012 - 2016) BA Hons French and Linguistics

<u>Languages</u> English – Native, French – Fluent, Spanish – Upper Intermediate

Other Qualifications Full Clean Driving Licence