

Honora Jenkins

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Core Professional Strengths

Creative and resourceful community minded professional, with 25 years experience working to engage clients through interactive performing arts, education and social innovation. An energetic initiator, I have developed strong networks in the Illawarra in areas as varied as child and youth services, tourism, government agencies, the theatre and circus communities, arts and small business.

I bring a holistic perspective, and the ability to bring together diverse stake holders to motivate them to achieve organisational goals.

An in depth understanding of marketing, customer service and small business management always ensures a balanced, adaptable and strategic approach when planning and executing projects.

Professional Development

- The School of Social Entrepreneurs Social Change 101, iAccelerate (2015)
- Certificate in Business (Marketing) – Statement of Attainment, IITC
- Certificate in Dynamic Website Design and Development - Statement of Attainment, ACCM
- Customer Relations 2000 - TAFE Plus, Illawarra Institute
- Excel 1, 2 and 3 and MYOB Accounts Receivable

Specialist Training in:

- Circus as an Educational and Therapeutic Tool
- Autism, ADHD, Learning and Behavioural Disorders
- Circus Arts
- Music Industry Skills - Ausmusic

Trained With Wide Ranging Skill Sets to Provide the Following Services:

- | | | |
|-----------------------|------------------------|------------------------------------------|
| • Facilitation | • Stage Management | • Grant Writing, Application, Acquittals |
| • Mentorship | • Master of Ceremonies | • Operations |
| • Leadership | • Performance | • Management |
| • Events Coordination | • Production | • Human Resource Management |

Career History

PUREART PROJECTS

2005 to present

Owner/Director

Workshop facilitation, Holistic Circus Therapy, Performance and Production

Achievements:

- Developed, marketed and facilitated "Creative Play Workshop" Program presented throughout over 20 organisations across the Illawarra including Early Years Care, Shellharbour KIDSFEST, WCC and IHS
- Incorporated occupational therapy, circus and creative play to create an adaptable "Circus Math" program to assist indigenous students with core skill and knowledge development at Noogaleek - Indigenous Preschool
- Established numerous performance personas and performed at The Vault Cabaret and The Phoenix Theatre

Workshop Creation and Facilitation

Positive Parenting through Play – Kanahooka High School (2015) Burnside (2014): Providing young mothers with skills to assist their children's creative, physical and educational development

Drama Tutor - Australian Theatre for Young People (2010 – 2015): Providing students with the opportunity to go beyond the script by being encouraged to create their own performances, including development of leadership, stage managing skills and performing through a free flow of creativity in action

TxTsmART - ALESCO Learning Centre (2014): Cyber Bullying and the Law workshop in a school environment. Students achieved the completed production of both a song and a short film in just three two hour sessions

WOLLONGONG CITY COUNCIL

2012 to present

Casual Community Worker

Conducted activities based on council priorities and community events, providing community consultation where required to promote engagement through connection. Creative Play features prominently

Event Coordinator: PAINT THE GONG REaD

Management of this annual event at Westfield Warrawong since its inception in 2012, liaising with key partners including, Barnardos, The Smith Family, Care South, BFS, Schools as Communities, IACC, UOW and TAFE

Achievements:

- Rallied support to a record 21 participating organisations and sporting communities
- Received outstanding responses from participating families, with 160 surveys highlighting value of event
- Negotiated and secured exhibition licensed to screen "Playschool" and "Waabini Time" at the Gala cinema
- Secured corporate financial sponsorship for three year running from Big W and The Illawarra Dragons

KIDSFEST SHELLHARBOUR

2015

Production Coordinator

- Working with Artist Director to ascertain production requirements of each activity
- Ensure clear communication between stakeholders
- Assist with the coordination of volunteers to support activities during event week
- Work with KidsFest Artistic Director, Committee members and volunteers to deliver the events

BFS (PREVIOUSLY ILLAWARRA CHILDREN'S SERVICES)

2010 to 2013

Creative Leader

(Internal Promotion from Café Manager)

- Developed and delivered quality programs to provide creative opportunities for children visiting the Green Bean Play Café. Activities were drawn from a variety of disciplines, including Interactive Story Telling, Creative Circus, Art, Craft, Music and Movement nurturing growth /skill development through engaging programs

Achievements:

- Provided the opportunity for carers and child care professionals to see the importance of creative role modelling for children in their care

Manager Green Bean Play Café

Improved profitability ensured a safe and welcoming environment for families and small children. Responsible for managing all sides of the business including programming, ensured compliance when meeting regulatory requirements, undertook food ordering, preparation and service. Prepared operational reports, maintained store, ensuring high level of presentation and security

Achievements:

- Introduced initiatives to model and promote the importance of delicious healthy eating to families, by reduced frozen and pre-packaged foods from the café, replacing them with healthier, fresh yet cost effective alternatives

- Streamlined table service, implementing low cost changes to create a safer. Cleaner environment also increased profitability due to significant reductions in wastage
- Maximised cleanliness across the café by hiring specialist cleaners to reduce general staff overtime and getting improve results with fewer staff hours
- Consistently achieved performance goals through enthusiasm, leadership initiative, and the recruitment, training, supervision and management of an outstanding Staff team of eight
- Improved guest satisfaction of overall experience increasing repeat business resulting in greater turnover

CIRCUS MONOXIDE

2008 to 2010

Administrator / Casual Trainer

Provided high level of administrative support to director by effectively managing class enrolments and organising office procedures to ensure the smooth running of daily operations. Coordinating clients, vendors, trainers and circus outreach program, whilst assisting children experience exciting new circus skills as a casual trainer

Achievements:

- Implemented debt collection strategies improving cash flow by reducing delayed payments from on average over six weeks to two weeks.
- Improved communication resulting in high levels of re-enrolment, complaint resolution and overall satisfaction
- Launched, documented and delivered OH&S induction for new trainers and members

MERRIGONG THEATRE CO.

2005 to 2008

Education and Promotions Coordinator

Developed and implemented Theatre Education Program, providing educational opportunities to the school and group booking segment. Responsible for all aspects from targeting, program selection, advertising, establishment of relationships with school leadership, presenting educational back stage tours to ticketing and invoicing. Also assisted in all aspects of theatre marketing, public relations, volunteer management and advertising

Achievements:

- Increased attendance by 100% through direct school marketing. Success linked to the initiation and creation of the first season brochure focused on the needs of the education market including curriculum links to all shows
- Successfully secured ongoing funding for the "Passport to Performance" program, allowing 579 disadvantaged students from 12 Illawarra schools to experience six different theatre productions during its first year alone
- Reduced administration hours by introducing streamlined marketing, booking, and accounts processes
- Ensured teachers notes, risk assessment, permission notes were available in downloadable electronic format
- Initiated a review of Merrigong Educational programmes through a series of feedback forums to better understand participant requirements, curriculum needs and educator objectives

TOURISM WOLLONGONG

Information Officer

1997 to 2005

Responsible for providing high level of customer service and local knowledge to national and international visitors, handling accommodation reservations, ticket bookings, memberships and product sales

Achievements:

- Coordinated and hosted 'booked out' familiarisation tours for industry members destinations

Referees available on request