

# RESUME

## SHARDA STRATHEARN

+61 411 120 038 | 26 TODMAN ST, CARINA QLD 4152

WORK@SHARDA-STRATHEARN.COM



## PROFILE

Event & Operations Manager with fifteen-plus years across film and television, large-scale live events, and international tourism. I make complicated things happen — travel, accommodation, accreditation, permits, schedules, suppliers, stakeholders, and whatever else needs sorting before the day arrives. Currently based in Brisbane and looking for a permanent role where I can settle in with a good team.

## PROFESSIONAL EXPERIENCE

**ACCREDITATION MANAGER (BRISBANE)**

**PERFORMER SUPPORT GROUP MANAGER (AUCKLAND)**

**ROYAL EDINBURGH MILITARY TATTOO | FEB 2026**

Two specialist roles across the Tattoo's Australasian run — 782 performers from seven countries (UK, Australia, New Zealand, Japan, Norway, USA, Tonga) plus 200+ staff and volunteers, over four shows.

**Accreditation Manager — Brisbane** Managed access and accreditation for close to 1,000 people across the full contingent, owning the accreditation database (AllowMe) from intake through data management and ongoing updates. Ran performer and stakeholder communications across the run, and coordinated daily with cast leads, production and security on access, credentials and movements.

**Performer Support Group Manager — Auckland** Managed a team of 10 Group Leaders handling on-the-ground artist liaison with each country's contingent. Day-to-day point of escalation for performer needs, schedule changes and welfare across all seven groups, working alongside production to keep the artist experience running smoothly across rehearsals, shows and downtime.

## EDUCATION

Bachelor of Business, Marketing  
Queensland University of Technology

Diploma of Business, Travel & Tourism  
Tafe Queensland

## CORE SKILLS

- Event & Project Coordination
- Logistics & Operations Management
- Travel & Itinerary Coordination (Domestic & International)
- Stakeholder & Supplier Management
- Budget Tracking & Reporting
- Scheduling, Rostering & Workforce Coordination
- On-Site Event Delivery
- Risk Management & Problem Solving
- CRM & Booking Systems
- Microsoft Office & Google Workspace (Advanced Excel)

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## PROFESSIONAL EXPERIENCE

### INTERNATIONAL MEDIA VISIT COORDINATOR

#### TOURISM AUSTRALIA | 2026 – PRESENT

- Coordinating multi-week famils for international media across Australia — working with state tourism organisations and 30+ operators per visit
- End-to-end ownership of flights, transfers, accommodation, bookings, on-ground hosts and private guides
- CRM & Budget Management
- Daily liaison with the guest, the STO, the international agency partner and operators

### LOCATION COORDINATOR

#### FEATURE FILMS & TELEVISION PRODUCTIONS (FREELANCE) | 2020 – PRESENT

Currently location coordinating on the ABC TV series Fortitude Valley. Previous credits include feature films and major Australian and US television productions,;

- Managed the location budget on Street Fighter II and brought the spend in close to \$500K under target
- Permits, council approvals and stakeholder negotiations across multiple sites per production
- Crew logistics, transport and on-the-day site operations
- Sorted the inevitable last-minute changes that come with location work — it's most of the job

#### Selected credits:

- Fortitude Valley (ABC TV, in production)
- Street Fighter II (feature film, 2026)
- Spa Weekend (feature film, 2026)
- Mystery Road: Origin (ABC TV, 6 episodes, 2025)
- The Deb (feature film, 2024)
- The Artful Dodger (Disney+ / Hulu, 2023)
- RFDS (Seven Network, 8 episodes, 2023)
- Last King of the Cross (Paramount+, 2023)
- Poker Face (Peacock, 2022)
- God's Favorite Idiot (Netflix, 2022)
- Nine Perfect Strangers (Hulu, 2021)

### ACCOMMODATION COORIDINATOR

#### NINE PERFECT STRANGERS PRODUCTIONS

- Sourced accommodation for 180 cast and crew across private homes and commercial properties through the early stages of COVID lockdown in Byron Bay
- Negotiated leases, managed accounts, cleaning schedules and the long list of special requests that come with a cast and crew of that size

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## PROFESSIONAL EXPERIENCE

### FESTIVAL STAFF & VOLUNTEER MANAGER

#### SPLENDOUR IN THE GRASS / FALLS FESTIVAL / DOWNLOAD FESTIVAL | 2017 – 2020

*Splendour in the Grass: 2017–2019 · Falls Festival: 2017–2020 · Download Festival: 2019–2020*

- Recruited, coordinated and managed 100+ event staff and 500+ volunteers per festival
- Rostered 600+ shifts per event across multiple sites and departments
- Owned the operational planning, payroll processing, internal comms and on-ground delivery for the workforce side of each festival
- Managed large staffing budgets end to end

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### GENERAL MANAGER

#### SYDNEY CITY LIMITS | 2018

- Overall responsibility for the festival — event logistics, budget, staffing, compliance
- Lead liaison for sponsorship, media, venue, regulatory authorities, community and key stakeholders

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### SENIOR CLIENT MANAGER

#### MOSHTIX | 2012 – 2017

- Managed ticketing, operational event delivery and the broader client relationship for some of Australia's biggest festivals — Splendour in the Grass, St Jerome's Laneway Festival, Bluesfest, Gympie Music Muster and CMC Rocks QLD
- Five years of being the day-to-day point of contact when events were on sale, on the road, or on site

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### EARLIER CAREER

- Sales & Marketing Manager, Playbill Venue Management (Hordern Pavilion & Royal Hall of Industries, Sydney) | 2010 – 2012
- Senior Account Manager, Ticketek | 2007 – 2010 — client portfolio included Hordern Pavilion, Royal Hall of Industries, Luna Park Sydney, Manning Bar and Homebake Festival

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May 2026

Dear Hiring Manager,

I'm writing about Event, Operations and Project Management roles with your team.

My background is in making complicated things happen. Over the last fifteen years I've worked across festivals, film and television, and international tourism — usually as the person sorting travel, accommodation, permits, schedules, suppliers and the long tail of small things that have to be right before the day arrives.

Most recently I worked on the Royal Edinburgh Military Tattoo across Brisbane and Auckland — as Accreditation Manager for the Brisbane leg, managing access for 782 performers from seven countries plus 200+ staff and volunteers, then as Performer Support Group Manager for Auckland, leading a team of 10 Group Leaders on artist liaison across the international contingents.

I'm currently back in film and television, location coordinating on the ABC TV series Fortitude Valley, and over the last five years I've worked on a string of productions including Street Fighter (where I also managed the location budget and brought the spend in close to \$500K under target), The Artful Dodger, Mystery Road: Origin, Last King of the Cross and Nine Perfect Strangers (where I also stepped into accommodation coordination for 180 cast and crew across private and commercial properties). Alongside the film work, I've been coordinating international media famils for Tourism Australia — multi-week luxury itineraries across multiple states.

Earlier in my career I ran staff and volunteers for Splendour in the Grass, Falls Festival and Download — recruiting and managing 100+ staff and 500+ volunteers and rostering 600+ shifts per event — general-managed Sydney City Limits, and spent five years at Moshtix as Senior Client Manager for festivals including Splendour, Laneway, Bluesfest and CMC Rocks.

After a long stretch of freelance work I'm looking for a Brisbane-based role where I can settle in with a good team for the longer term. I'd genuinely love to talk about how I could be useful to yours.

Thanks for your time,

Sharda Strathearn