

# TRACEY DAVIS

## CREATIVE PRODUCER

### CONTACT

Kilkenny SA 5009  
0406 980 962 | 8243 0001  
tracey@teedavis.com.au  
http://www.teedavis.com.au  
www.linkedin.com/in/  
creativeTraceyDavis

### QUALIFICATIONS

2021 commenced Masters of Teaching (Media Arts specialisation)  
2018 Honours in Art and Design (Communication Design), University South Australia  
2016 Bachelor of Design (Visual Communications), University South Australia  
2014 Diploma in Graphic Design, Tea Tree Gully TAFE  
2013 Certificate II in Live Production, Theatre & Events (Front of House), AC Arts






### LICENCES & CHECKS

— Australian Drivers Licence  
— Current Police Check available for working with children, disability services and aged care  
— 2019/2020 Responding to abuse & neglect training  
— 2021 Senior First Aid  
— 2009 Mental Health First Aid Certificate

### CAREER PROFILE

Creative producer working with artists, councils, community organisations and community members to turn spaces into places and tell our stories. Skilled at managing events and projects, and fundraising through grants and partnerships, my projects aim to generate positive outcomes for organisations and their stakeholders working within budgets.

### SKILLS & EXPERIENCE

-  **Community Engagement**  
Coordination for performative art and activities
-  **Digital Management**  
Social media, electronic marketing campaigns web design and strategy
-  **Event Coordination**  
Development, funding, supervision, management
-  **Graphic Design & Illustration**  
In analogue and digital formats
-  **Project Management**  
Grant writing, finance, scheduling and reporting

### EMPLOYMENT

#### 2013 - 2021 Graphic Design | Community Artist

- Chalk artist on roads, walls and footpaths, graphic design for print and web promotion, logo design, web construction in wordpress and community art engagement with children and the general public for a variety of organisations

#### 2019 - 2021 SSO Le Fevre High School (casual)

- Graphic design for posters and information booklets, project coordination for a pole painting project and organising within the Arts and Home Ech teaching depts.

#### 2019 - 2021 Graphic Designer | Greenhill Publishing (casual)

- Photo editing, book layout, editing and book cover design working in In-Design, Illustrator and Photoshop.

#### 2020 - 2021 Simulated Patient for Adelaide University

- Character impression for training & testing medical students

## AWARDS

2018 University Merit Award,  
University South Australia

2017 Citizen of the Year, City  
of Charles Sturt

2012 SA Health Dr Margaret  
Tobin Award For Excellence  
in Mental Health Service  
Provision, mindshare  
Community liaison and co-  
ordinator for the mental  
health sector

2012 ABAF Art and Health  
Award (Project, mindshare)

## VOLUNTEERING

2019-2021 Volunteer  
Coordinator at 19 On  
Green

2015-2021 Paint Bank  
Coordinator and Community  
Worker, City of Charles Sturt

2008-2015 Volunteer  
Coordinator, Box Factory,  
Adelaide City Council

Project management, graphic  
design, web site and branding  
for On the Fly

## REFEREES

Available upon request

**2019 - 2021 Customer Service Representative | FringeTIX, Adelaide Fringe**

**2021 Front of House Illuminate Festival**

- Processed ticket orders using Red69 ticket system
- Assisted customers with ticket enquiries, online and in person
- Contributed to positive customer experience
- FOH Supervisor, scanning tickets & control traffic flow

**2017 Office of Tammy Franks (Member Legislative Council) | SA Greens,**

- Design materials created in In-Design, Illustrator and Photoshop
- Event coordination for a movie night, a Sparkke purchasing promotion and an interactive quiz event
- Entering calendar events and managing a diary
- Video editing of minutes from the Legislative Council
- Gif animation in photoshop
- In-design template library created for social media and print

**2014-2015 Cabaret Fringe Festival | Co-coordinator**

- Print posters and fliers, advert for the Adelaide Review, T-shirt printing, the 2015 Fringe Festival Booklet, EDMs, web design & maintenance for Cabaret Fringe Festival web site
- Artist and Venue registration, development of tools, registration forms and guidelines
- Phone ticket sales in Trybooking, customer queries
- Media liaison, media ticketing and general promotions
- Social media management and strategy

**2008-2012 Project & Promotions Officer | Mental Health Coalition of SA (MHCSA)** working on Mental Health Week (MHW), other projects run by the MHCSA and mindshare

- Project management of funding and yearly reporting of activities for SA Health and grant acquittal
- Graphic design and web management working in wordpress, EDM promotions and distribution of materials state wide
- Social media management & public relations with print and radio
- Community engagement with the sectors workers, NGO members and consumers working on MHW and mindshare projects
- Event coordination for a number of events such as stall in the mall, Dr Margaret Tobin Awards, art exhibitions and poetry competitions.

**2008-2010 Poduction and Project Officer Arts Access** working the High Beam Festival, Cool Music Project and Club Cool at the Governor Hindmarsh Hotel.