

# Vilma Kirvelaite

E kirvelaite@gmail.com | T +447 8439 15119  
97/15 Albert Street, EH7 5LY, Edinburgh

I combine ambition, focus and strong experience.  
As a dedicated and hardworking individual  
I strive to deliver efficient solutions that drive  
performance across the whole business. In person,  
I'm a friendly and considerate colleague.  
I bring commitment and a proven  
track record of success.

## Selected Independent Project

DESIGNER, EVENTS MANAGER & CONSULTANT  
ACTINIC Festival. February - July 2015

Series of exhibitions and events at the intersection of  
analogue photographic media. Held in 6 key art venues  
in Edinburgh it was attended by over 8,000 people and  
has received favourable coverage in various press.

In a small but very effective team my duties  
ranged from the Graphic Designer (catalogue  
and all promo material production), Exhibition  
curation (Photography in Print) and Event  
management to Marketing and PR consultancy.

## IT skills

Fully proficient in Adobe suite (Indesign,  
Illustrator, Photoshop) Microsoft office,  
various CMS and CRM platforms.

## Education

AP Diploma in Multimedia Design and Communication  
Aarhus Business Academy, Denmark. 2008 – 2010

Further development courses taken independently:  
Effective Project Management. June 2011  
Principles of Great Copywriting. June 2012

## References

Sarah-Manning Shaw  
Artistic Programme Director at Edinburgh Printmakers  
E programme@edinburghprintmakers.co.uk  
T 0131 516 3597

Greame Smith  
Director of Goodnight Press  
E gss.edin@gmail.com | T +447 7194 81092

## Current Employment

MARKETING OFFICER  
Edinburgh Printmakers, October 2011 - Present

Hired as a temporary Marketing Assistant I have  
quickly worked my way up and established a new  
and essential role for the organisation. Almost 5 years  
down the line I now take responsibility for all internal  
and external communications. As part of this position:

- » I am responsible for the graphical design across  
digital and printed outputs, including all promotional  
materials, catalogues and their distribution.
- » I work closely with the development team on various  
elements involved in securing £11m in grants and  
fundraising for a Capital Development Project.
- » I have introduced new successful Sales and  
Marketing initiatives by identifying key audiences  
and targeting them with tailored measures.
- » With Programming team, I plan and run  
live events. I'm responsible for all promotion,  
documentation, ticketing and technical setup.
- » I handle the PR strategy to amplify public  
visibility; manage social media and newsletters.
- » I work on the development of the website  
and data management systems.

EVENTS & MARKETING CO-ORDINATOR  
Caesura (Goodnight Press), March 2013 – Present

Over the last three years I have worked with Goodnight  
Press on turning the monthly experimental Spoken  
Word event from a free amateur evening into a major,  
ticketed event boasting speakers of national and  
international renown. Venues include Summerhall,  
Scottish Poetry Library and Hidden Door Festival.

SALES STAFF  
Marchmond Gallery, September 2015 – Present

Keeping my customer skills in check I work part  
time at Marchmond Gallery. My role includes  
serving and advising customers, preparing  
framing orders, taking payments, managing stock,  
mechanising and arranging window displays,  
various financial procedures and ordering goods.

## Other Relevant Employment History

FRONT OF HOUSE & ADMIN at Stills.  
September 2011 – March 2012

DIGITAL MARKETING ASSISTANT at Glasgow  
Film Theatre. December 2010 – July 2011

PROJECT FACILITATOR for European Voluntary  
Service. October 2007 – July 2008. Slovakia

CREATIVE ASSISTANT at PetPunk (Design &  
Direction). June 2007 – October 2007. Lithuania