

JYOTSNA SHELLEY

ARTIST / ILLUSTRATOR

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OVERVIEW

Jyots is extremely passionate about creative engagement and outreach. She is looking for a role within the creative industries that will allow her to demonstrate her skills effectively.

SKILLS

Highly **organised**, creative project planning

Works **confidently, independently** & takes **initiative**

Creative solutions to problem solving

Clear, **confident communicator**

Adaptable, attentive & personable

EXPERIENCE

Creative Engagement Project Manager, £40,040 p/a

Camberwell College of Art, UAL | May 2021 – Present

- Managing a creative team of leads and facilitators, by planning and implementing the delivery of creative engagement workshops with external partners for site specific project/s.
- Collaborating and co-creating with community partners, local residents and schools to build strong relationships with the university community and create community driven visual outcomes (i.e., workshops / hoardings).
- Overseeing the development and refinement of the project through, devising project structures / timelines, defining project goals, and allocating resources for project delivery and installation.
- Utilising the skillsets of individual team members, coordinating tasks accordingly and implementing support and training for the facilitators.
- Coordinating engagement with local communities / school partners as new or existing partnerships through consistent communication, regular meetings to address concerns and progress points, and project updates.
- Documenting and overseeing the fabrication, installation and take-down of physical outputs.
- Leading on the curation and co-creation of visual outputs through workshops devised and created for the local communities, which champion the community voice.
- Providing risk assessments and monitor safe working practices, child and vulnerable adult protection

TECHNICAL APPLICATIONS

Microsoft Teams Microsoft Apps

Booking Live Slack Hootsuite

Zoom SurveyMonkey MailChimp

Photoshop Procreate Illustrator

Galaxy Salesforce Eventbrite

BB Collaborate Premiere Pro

ACHIEVEMENTS

Co – President, Diversity Matters Society

Creative Arts Mentor, Art Futures: Underprivileged Schools

Portfolio Advisor, Widening Participation UAL Summer Schools

UAL Student Ambassador, UAL

processes and training for delivery groups and evaluation reports.

Programme Support Officer, £33,650 p/a

Wimbledon College of Art, UAL | Mar 2021 – May 2021

- Supporting programme directors and their course teams, through organising external events, speakers, activities relating to course or programme / subject delivery or development.
- Managing student enquiries, student degree and interim shows.
- Assisting the academic registry team with maintaining required levels of service during university-wide registry activities such as graduation and enrolment.
- Providing accurate attendance monitoring reports / evaluations and following up via academic registry procedures.

International & Local Partnerships Officer, £33,650 p/a

London College of Fashion, UAL | Dec 2020 – Mar 2021

- Supporting international and local partnerships through tracking partnership activity and communications, liaising with existing partners, monitoring evaluations, maintaining international learning and researching databases.
- Providing the project management for creative courses aimed at young people, through moderating online events, logistic planning, marketing, learning outcome evaluation reports and producing project timelines.
- Being adaptable through Covid-19, developing independent and collaborative projects through online learning for east London schools.
- Confidently advising prospective students on Higher Education / Further Education creative courses, applications & universities through moderating / presenting webinars (i.e., National Careers Week)
- Suggesting relevant and forthcoming ideas / opportunities through extensive research and provide analysis for task development.
- Leading on the design framework of all marketing/external materials for young people and schools.

Disability Study Support Worker, £15.80 p/h

University of the Arts London | Oct 2020 – Present

- Providing 1-2-1 creative support to disabled students, which removes barriers to study.
- Evaluating and identifying the areas of concern, whilst understanding the needs of the student through being attentive, observant and knowledgeable.

PUBLICATIONS

[**A Lifeline during the Pandemic,**](#)
[ArtsTemps UAL](#)

[**Young Londoners in creative industries,**](#)
[Centre for London](#)

[**'The Good, Bad & the Desi' Longlist,**](#)
[World Illustration Awards 2021](#)

EDUCATION

2023 **MA Character Animation |**
Central St Martins, UAL

2017 **BA Drawing |** Camberwell
College of Art, UAL | 2:2

2013 **Foundation Diploma in Art & Design |** UAL | Merit

2012 **GCSEs, A Levels |** Edmonton
County School | A - D

CERTIFICATES

Child Safeguarding & Protection Training, Artsmark

Child Protection Training L1, UAL

Enhanced DBS Check, UAL

Adult Safeguarding, RDS

SOCIALS

[LinkedIn](#)

[Instagram](#)

[Twitter](#)

Engagement Coordinator, £105 p/d

A New Direction, Create Jobs | May 2019 – Aug 2019

- Supporting the production of engagement events, through managing applicant communication, budgets and outreach logistics.
- Partnering with job centres as a creative career mentor, to engage with underrepresented young people through BAME recruitment and 1-2-1 mentoring.

Young Artists Programme Coordinator, £20,600 p/a

Royal Drawing School | Mar 2018 – May 2019

- Overseeing project planning and coordination of the programme's annual exhibition, which included managing 30 self-employed tutors, collecting over 200 works, handling the logistics of student communications and building relationships with arts organisation, colleges and schools.
- Planning and diversifying tutor training events in partnership with local arts organisations, such as, 'Diversity & Inclusivity within the arts.'
- Creatively solving difficult situations regarding behavioural issues, incidents and the pastoral care of young people.
- Consistently following up and processing any queries as the first point of contact, via phone or e-mail.
- Actively working with the marketing team to visualise programme branding, whilst contributing marketing design ideas.
- Initiating and contributing to the ongoing conversation about the programme's prospects through a 5-year strategy plan.

EARLIER EMPLOYMENT ORGANISATIONS

Tate Modern V&A Cass Art
Somerset House **New Contemporaries**