

Mariane Bignotto

*Personal Assistance | Operations & Project Management | Creative & Arts
Administration | Community Engagement*

Personal profile

I am an experienced project and operations manager with a background in operational delivery, administration, personal assistance and project management within higher education. I also have extensive experience supporting funding applications, assessment processes and grant-funded projects. Alongside my higher education career, I am heavily involved in grassroots arts, music and community projects, producing and supporting performances, coordinating events, developing creative collaborations and outreach for new projects.

I am confident helping projects move from ideas to reality through organisation, creativity, practical support, problem-solving, gentleness and humour. My professional experience spans project management, funding and bid development, administration, communications, research, operations and delivery, and executive assistance. I am particularly keen to continue to apply these skills more broadly within creative, community and artist-led environments.

Creative Industry Experience

Stage Production, Technical Support & Event Coordination

I provide production, technical and back-of-house support for a range of community and grassroots music projects, working closely with performers, artists, directors and organisers to ensure events run smoothly.

www.marianesstudio.wordpress.com

Regular projects include:

Piano Space Recital Series, every two months, The Space Theatre (E14)

The Space Recital Series, monthly, The Space Theatre (E14)

LDS Choir performances, including Southwark Cathedral, Keble College Oxford and St Paul's Church, Covent Garden

Thames Chamber Choir

Marcel Opera

Tekla Arts

Responsibilities include production and coordination, event logistics, stage management, technical support, stage coordination, PA/ performer support and practical problem-solving on event days.

Front of House, Hospitality & Event Delivery

Owner, Mariane's Kitchen www.marianeskitchen.com

I operate a small catering business providing hosting, hospitality and front-of-house support for community, music and arts events. Responsibilities include:

- Catering planning and delivery
- Front-of-house management
- Hosting
- Event logistics and operations
- Community and partnership engagement
- Small business administration and marketing

Artist Liaison & Creative Support

I support a number of artists (and close friends) through representation, outreach, networking, opportunity development and personal assistance, including:

- Bookings and negotiations
- Event planning and coordination
- Social media communications
- Website development and management
- Canva and WordPress
- Photography, social media and promotional support
- Creative project development

Music & Performance

I am an active singer and performer across a number of community music organisations. Current projects include:

- Choir singer (Second Alto) with LDS Choir, LSE Choir and Greentree Choir
- Development of a music-based wellbeing programme exploring the use of live jazz duo performances to support older adults living with dementia.
- Self-led collaborative jazz album with one or two live performances planned
- Additional performance experience includes amateur opera and community productions.
- I also host small recital events in my home studio, providing performance space, hospitality and event support for friends, musicians and collaborators.

Higher Education Experience

Research & Innovation Funds Manager

London School of Economics and Political Science | 2023 – Present

Managing a portfolio of internal funding programmes across social science disciplines.

Supporting proposal development, funding processes and sponsor engagement.

Leading administrative and operational support to researchers, project teams and senior leaders.

Coordinating complex information, documentation, reporting and project timelines.

Developed systems and processes to improve monitoring, communication and project delivery.

Advanced use of Microsoft Office and database management systems.

Research Project Coordinator

London School of Hygiene & Tropical Medicine | 2020 – 2023

Coordinated a diverse portfolio of research projects involving multiple partners, sponsors and collaborators.

Supported project planning, delivery and reporting activities.

Oversight of relationships with researchers, funders and external organisations.

Lead the development of funding applications, project administration and communications.

Created project schedules, documentation and reporting structures.

Executive Assistant & College Coordinator

University of Westminster | 2016 – 2020

Executive support and diary management to the Executive Faculty Office.

Large scale event planning, coordination and administration.

Public engagement and communications.

Operational support and office management to the Executive Faculty Office.

Community Engagement & Volunteering

Alongside my professional and creative work, I am actively involved in community volunteering and mentoring initiatives.

My experience includes:

Mentoring a GCSE Food Technology student with SEND

Supporting older adults through digital inclusion and technology assistance

Previous care and support work with elderly individuals, including people living with dementia

Development of music-based wellbeing initiatives for older adults

I am committed to inclusive practice and enjoy creating environments where people feel welcomed, supported and able to participate. I bring a thoughtful, observant and collaborative approach to working with others, and value kindness, accessibility and community in all aspects of my work.

Training

PRINCE2 Project Management Practitioner, Knowledge Academy

Website development and management, Microsoft Certification

Care Certificate (CCT) – UNDER STUDY, employment in the area is required for full certification

Dementia and the Arts: Sharing Practice, Developing Understanding and Enhancing Lives – Future Learn (UCL accredited)

Mental Health First Aider

First Aid – St Johns Ambulance (currently expired)

Up to date Enhanced DBS

Manual Handling and Food Handling

Piano Practical and Theory ABRSM Grade 5

Education

Computer Science, Birkbeck, University of London

BA Linguistics & Languages (German), Birkbeck, University of London