

Melinda J Wells Biography



A small business owner experienced in collaborating with community organisations, educators, peak body corporations, small and large businesses, local and state governments in the delivery of projects, events and festivals.

Highly skilled business administration, book-keeping, grant writing; expertise in creating promotional campaigns, websites, social media content and marketing material. Excellent management, leadership, collaborative and team building skills, inspiring others to be their best and communicating with empathy and authenticity. Strong work ethic, attention to detail and problem solving skills, efficient time management.

Phone: 0408 938 030

Email: melindajwells@outlook.com

Web 1: <http://melindajwells.com>

Web 2: <http://melindajnewells.com>

Socials:     /melindajwells

Digital Literacy

Microsoft Office Suite, Teams, Blackboard, Google Drive, Dropbox, OneDrive, Endnote, Nvivo and data management systems

Marketing and Media

Web Design using Wordpress and Wix, Social Media Campaigns for Facebook, Instagram, LinkedIn, YouTube and more

Academic Publications

Report on the future of the Noosa Country Show co-authored with Dr Lenny Vance
https://research.usc.edu.au/permalink/61USC_INST/1vg4fv/alma99505107702621

Unpublished thesis 'Who Said What, When and Where?' – A five-year analysis of the industry response to the gender imbalance within the Australian Music Industry

Education

UNIVERSITY OF THE SUNSHINE COAST

Bachelor of Creative Industries (Honours)

TAFE SOUTHWEST, Brisbane

Advanced Diploma in Community Sector Management

Diploma in Event Management

SARINA RUSSO, Brisbane

Certificate IV Small Business Management

FLYING ARTS ALLIANCE INC Brisbane

Managing A Not-for-Profit Organisation

Association Governance

GOONDIR HEALTH SERVICES Dalby

Cultural Awareness Training

MHFA Training Brisbane

Mental Health First Aid

Grants and Awards

GOLDEN KEY INTERNATIONAL HONOUR SOCIETY

Top 15% high achieving students in degree

AUSTRALIAN WOMEN IN MUSIC AWARDS

Regional Guest 2018 (for contribution to industry)

UNIVERSITY OF THE SUNSHINE COAST, SIPPY DOWNS

Top student Sound Production 2018

Top student Foundations of Performance 2018

Top student Advanced Songwriting 2018

WESTERN DOWNS REGIONAL COUNCIL

Australia Day Regional Cultural Award 2015

QLD RURAL REGIONAL REMOTE WOMEN'S NETWORK

Finalist Strong Women Leadership Awards 2013

QUEENSLAND GOVERNMENT

International Women's Day 2011 (Extraordinary Contribution Award)

Referees

Dr Eva-Marie Seeto 5430 1224

(Director, Office of Engagement, University of the Sunshine Coast)

Marjorie Blowers 5430 1180

(Access and Diversity Officer, University of the Sunshine Coast)

Fiona Henderson 0447 712 332

(Community Development, Western Downs Regional Council)

Tania Marshall 0407 181 874

(Manager, Waminda Disability Services Dalby)

Carolyn Tillman 0401 662 352

(Gallery 107 Dalby, Art Gallery @ Western Downs Regional Council)

Self-Employment

Mable Online Support Platform (July 2020-Present)

Role: Social support worker (cleaning, gardening, computer support, appointments, transport)

Brief: Providing support to those with Home Care and NDIS Packages

Gallery 107 Dalby - Western Downs Regional Art Gallery (2020-present)

Role: Web Designer and Social Media Coordinator

Brief: Using WIX and WORDPRESS to create and develop professional websites and social media accounts

Impact Chiropractic (September-Present)

Role: Web Designer and Social Media Coordinator

Brief: Using WORDPRESS to create and develop professional website and social media accounts

Melinda J Wells MUSIC (2008-present) and Kookaburra Studios (2018-present)

Role: Teacher, Curriculum Developer, Event, stage, venue management, entertainment services, media, marketing and promotions, live music gigs. Office Administrator, Project Manager, Entertainment Coordinator, Live Music Facilitator

Brief: Creator/facilitator of toddler, children, youth and adult music tuition and resources. Music workshop facilitator: guitar, ukulele, singing, songwriting and performance. Working with councils, organisations and business to implement and deliver entertainment services, festivals, events, community projects and live music. Providing live sound, staging, sound and program coordination for major and minor on-campus events including O Week, Open Day, Diversity Week, Harmony Day, Guild Market Days and Free Lunch Days and events for USCi, Community Engagement, Events, Development Office, Innovation Centre and Gallery Events, Harmony Day, Sunshine Coast Pride and many more

Employment History and Contractual Services

University of the Sunshine Coast (2019 - 2020)

Role: Teacher, Program Writer – USC Ukes Alive Community Engagement – Community Course

Brief: Creator and facilitator of a two-level ukulele teaching course held on campus in Sem 1 and 2

Food and Agribusiness Network (September-October 2019)

Role: Event Coordinator and Administration and Marketing support

Brief: Contract to support staff in the delivery of AgVention event on 25 October

Gympie Muster Limited, Gympie Qld (January-March 2017)

Role: Festival Director

Brief: Managed all aspects of the event, improved relationships with stakeholders, suppliers, community partners and fundraising bodies, implemented successful marketing strategies and managed customer relations, ticketing, programming, site design, logistics and implemented new concepts

Waminda Services, Dalby Qld (2016-2018)

Role: Social Enterprise Coordinator, Media, Marketing and Communications Consultant

Brief: Created and managed Social Enterprise, coordinated the marketing and communications for the NDIS re-branding, new services and the Social Enterprise initiative. Successfully acquired a \$200,000 Skilling Queenslanders for Work Traineeship Grant in partnership with management and board

Dalby Delicious and Delightful Festival (2011-2016)

Role: Media and Marketing Consultant (2011-2014)

Brief: Planning, marketing of social media and promotion of three community engagement competitions for the festival including BBQ Cook-Off, Volleyball Challenge and Talent Quest

Role: Festival Coordinator, Entertainment, Stage Coordination (2015-2016)

Brief: Coordination of all aspects of the festival including event management, promotions and marketing, logistics, site design, stage entertainment, vendors, lantern parade, volunteers and committee. Coordination of entertainment, artists, run sheets, volunteers and stage management

Highlights from Community Projects

Woodford Folk Festival (2019)

Role: Stage Manager: Blue Lotus

Brief: Managing front and back of stage, security, program schedules, and instrument lock up

Caloundra Music Festival (2019)

Role: Assistant Stage Manager: Soul Stage (Main Stage)

Brief: Assisting stage manager in ensuring adhesion to strict timetabling, managing the backstage crew

Songbirds of Childers (2018)

Role: Project Facilitator, Performer, Songwriter, Media Spokesperson

Brief: Regional Songwriting Project for women from the Childers area

Soldiers Wife: Stories in Song (2015-2017)

Role: Project Manager, Funding Administrator: Grant Writing/Acquittal/Budgets, Tour Manager, Songwriter, Performer

Brief: Community arts project for families of veterans across Qld including song-writing workshops including live showcases, a book, CD and documentary plus regional and national tours

Child Protection Week Music Video Project (2018)

Role: Project Manager, Funding Administrator: Grant Writing/Acquittal/Budgets, Team Leader, Music Facilitator

Brief: Creative arts workshops and showcase for Bundaberg youth within the foster care system including the creation of music and video clips for social media and live performance for Child Protection Week

Winton Outback Festival –Youth Workshops and Performances (2013-2019)

Role: Creator, Producer, Administrator, Grant Writer, Facilitator

Brief: Engaging local children, youth and adults in creative arts as part of Winton's festival including workshops, installations, song writing and performances

Music Makers Project (2016)

Role: Project Manager, Funding Administrator: Grant Writing/Acquittal/Budgets, Booking Agent, Administrator, Project Coordinator: Scheduling, Budgeting, Catering, Accommodation, Stage and Showcase Manager

Brief: Full artist mentoring project for regional songwriting including management, booking gigs, photography, website design, copyright and royalties, performance, songwriting and touring

Shockwave Youth Arts Festival (2011-2016)

Role: Music Facilitator, Event and Stage Manager, Logistics and Site Design, Theming

Brief: Facilitating creative arts workshops in Blackall, Tambo, Longreach, Winton, Alpha, Charleville, Barcaldine culminating in the annual Shockwave youth-led festival in Blackall each year

NAIDOC WEEK Cross Cultural (2015)

Role: Project Manager, Funding Administrator: Grant Writing/Acquittal/Budgets, Music Facilitator, Stage Manager

Brief: Cross cultural song writing and performance project with Glenn Skuthorpe for the local NAIDOC Week Event

Dancing on the Downs Project (2014)

Role: Project Manager, Funding Administrator: Grant Writing/Acquittal/Budgets, Facilitator

Brief: A project for Youth at Risk – facilitating creative arts workshops for local disengaged youth

Dalby Reconciliation Choir (2011-2016)

Role: Choir Leader, Funding Administrator: Grant Writing/Acquittal/Budgets, Musical Director, Manager

Brief: Facilitated and managed the longest running creative community project for Goondir Health Services Dalby

Waminda Glee (2014)

Role: Project Manager, Funding Administrator: Grant Writing/Acquittal/Budgets, Choir Leader, Musical Director,

Brief: Facilitated and managed a three-month choir project for those living with disability in Dalby

Chinchilla Melon Festival (2013-2015) + Jandowae Timbertown Festival (2012-2014)

Role: Project Manager, Funding Administrator: Grant Writing/Acquittal/Budgets, Choir Leader, Musical Director

Brief: A full music developmental project culminating in performances from choirs, local primary school and individual artists and bands from the region

Songbirds of Childers Workshops & Performance @ Women of The World Festival (2018)

Role: Project Coordinator, Performance Facilitator, Songwriting and Performance Facilitator

Brief: Regional Songwriting Project for women from the Childers area preparation and performance of original songs at the WOW Festival and WOW Launch Event, Childers Festival and Crush Festival Bundaberg (ongoing performances of original songs written during original project)