

Tammy Sarah Linde

Arts Administrator & Production Coordinator

Summary

Arts Administrator with 10+ years' experience across theatre, touring and community arts, including extensive work in accessible programs for people with disability and neurodiverse communities. Skilled in coordinating program delivery, stakeholder engagement and production logistics. Experienced in supporting inclusive, community-focused outcomes through effective administration and collaboration. Brings a strong commitment to accessibility, participation and well-managed arts programs.

Skills

Arts Administration & Operations

Production administration, scheduling and logistics coordination, artist agreements and documentation, budget tracking and financial records, managing competing priorities in fast-paced environments

Production & Event Coordination

End-to-end coordination of theatre productions, regional touring logistics, venue liaison, technical requirements, rehearsal and performance scheduling, front-of-house and event delivery support

Stakeholder Engagement & Team Coordination

Liaison with artists, venues, presenters and community participants, coordinating creative teams and volunteers, supporting collaborative creative processes across multiple disciplines

Community & Accessible Arts Practice

Design and delivery of inclusive arts programs for people with disability and neurodiversity, facilitating participation outcomes and public performances

Digital & Administrative Tools

Google Workspace, Microsoft 365, Excel, Xero, Slack, Trello, Asana, Zoom, Canva, production calendars, ticketing platforms (TryBooking, Humanitix), document and data management systems

Work Experience

indelarts | Brisbane, QLD

05/2025 - Present

Production Assistant & Office Administrator

- Supported delivery of multiple concurrent productions and programs within a disability and neurodiversity-focused arts organisation
- Coordinated logistics for regional tours and trade shows across 10+ locations within Queensland and South Australia, managing budget tracking and reconciliation, compliance with funding guidelines, travel, scheduling and presenters to ensure smooth delivery
- Designed and implemented new administrative systems, improving file and calendar management and reducing scheduling conflicts

indelarts | Brisbane, QLD

02/2023 - Present

Teaching Artist

- Designed and delivered accessible arts programs for people with disability and neurodiversity, focusing on inclusion, skill development and social outcomes
- Coordinated 4+ public showcase performances annually, including venue liaison, scheduling and technical delivery
- Engaged with participants, care workers, families and stakeholders to support positive participation outcomes
- Contributed to the delivery of community-focused arts programs aligned with accessibility and inclusion priorities

Freelance Creative Professional

09/2013 - Present

- Delivered professional work across theatre, screen and voiceover, including performance, production and creative development
- Managed end-to-end administration of a sole trader arts practice, including budgeting, invoicing, CRM and marketing
- Coordinated production logistics for independent theatre and screen projects
- Provided coaching and mentoring to emerging artists

MiniMovers Pty Ltd | Brisbane, QLD

04/2020 - 11/2021

Prepacker

- Led a small team delivering residential and commercial prepacking services across SE Queensland
- Coordinated daily logistics, schedules and client communication to ensure efficient service delivery
- Maintained high standards of customer service in fast-paced, on-site environments
- Undertook role during COVID-19 arts industry shutdown, maintaining continuous employment while developing transferable logistics and team coordination skills

Department of Education QLD | Ipswich, QLD

03/2014 - 04/2019

TRACER Administrator

- Delivered training and support to internal and external stakeholders on the TRACER system, facilitating the transition of schools across Queensland to a centralised substitute teacher and leave management platform
- Managed high-volume, time-sensitive data to support daily substitute teacher allocations, ensuring accuracy and effective matching of staff to school requirements
- Contributed to the rollout of a statewide system, supporting consistent processes and improved efficiency across multiple sites

Electrolux Home Products | Toowoomba, QLD

03/2011 - 04/2014

Product Demonstrator

- Delivered product demonstrations and customer engagement across multiple retail environments, representing the Electrolux brand
Worked independently to manage bookings, travel and on-site setup across regional locations
- Trained retail staff on product features and sales approaches to support in-store capability
- Achieved strong sales outcomes through effective communication and customer engagement

Additional Administration Experience

Paradise School of the Arts | Adelaide, SA

01/2010 - 01/2011

School Admin & Finance Officer

Influencers Paradise | Adelaide, SA

01/2008 - 01/2011

Sales Coordinator & EA to Dept. Manager

McArthur Management Services | Adelaide, SA

01/2007 - 12/2009

Office Admin & Reception, Government Services

CityHope Ipswich | Ipswich, QLD

03/2005 - 12/2006

Front Office Manager & Receptionist

Salmat Pty Ltd (Letterbox Division Qld)

09/2003 - 03/2005

Executive Administrator

Education

Bachelor of Creative Arts (Theatre)

University of Southern Queensland | 2011-2014

References available on request.