

RHYS HAYES

Arts Administrator & Dramaturg



36 Talbot Road
London N15 4DH



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rhysadamhayes@hotmail.co.uk

Key skills

Arts & Literary Administration
Project & Diary Management
Script Development
Contract Coordination
Client & Industry Liaison

Education

THE ROYAL CENTRAL SCHOOL
OF SPEECH & DRAMA
MA Writing for Stage
& Broadcast Media – 2:1
2014 – 2015

THE UNIVERSITY OF YORK
BA Writing, Directing &
Performance – 2:1
2011 – 2014

THE LEVENTHORPE SCHOOL
A LEVELS
Art & Design (A*), English
Literature (A), Drama & Theatre
Studies (A). Psychology (B)
GCSEs
English (A), Maths (A), Business &
Communication Studies (A)

References

Neil McPherson
Artistic Director (Mentor)
The Finborough Theatre
08448461652
mcpneil@gmail.com

Katie Haines
Agent (Current Employer)
The Agency (London) Ltd
020 7727 1346
khaines@theagency.co.uk

Career summary

Experienced literary and arts administrator with expertise in talent representation, script development, and theatre operations. Skilled in contract administration, client liaison, literary management, and supporting the development of new work.

Professional experience

ASSISTANT TO KATIE HAINES FEB 2022 – PRESENT
The Agency (London) Ltd | 24 Pottery Lane, London W11 4LZ

Previously assistant to Katie Haines, and Maeve Bolger, supporting the representation of artists in theatre, film and television at all stages of their careers Katie is Partner and joint Managing Director of The Agency, also representing the dramatic rights of authors.

- ❖ Reviewing, drafting, and administering client contracts.
- ❖ Coordinating travel, diaries, availability, meetings, and payments for clients.
- ❖ Liaising with producers, casting professionals, publishers, and other industry contacts on behalf of Katie and her clients.

DEPUTY LITERARY MANAGER FEB 2016 – PRESENT
The Finborough Theatre | 118 Finborough Rd, London SW10 9ED

For over a decade, supporting Artistic Director Neil McPherson's and the theatre's literary department at one of London's leading pub theatres. Sole administrator of the Experienced Theatre Practitioner's Early Playwriting (ETPEP) Award, helping to personally identify and champion emerging writers including Sophie Swithinbank (*Bacon*), Saana Sze (*Belly of the Beast*), and Julia Grogan (*Playfight*).

- ❖ Managing the script reading team, submissions process and show invites.
- ❖ Compiling script reports and recommendations for the artistic team.
- ❖ Supporting the development and discovery of emerging playwrights and productions.

FESTIVAL DRAMATURG APR 2025 – PRESENT
Riverside Studios | 101 Queen Caroline St, London W6 9BN

Lead programmer and dramaturg for the venue's annual Bitesize Festival, overseeing script submissions and supporting the development of selected productions.

- ❖ Reading and assessing festival submissions with the in-house team.
- ❖ Working closely with writers, directors, and creative teams throughout the development process.
- ❖ Supporting productions directly as a dramaturg including *Clean Slate* (*The Stage* ★★★★★) and *Flush* (*All That Dazzles* ★★★★★).

OPERATIONS ASSISTANT SEP 2020 – FEB 2022
London Studio Centre | 5 Nether St, London N12 0GA

Supported the Head of IT and Resources with the day-to-day management of facilities, technical administration, and resource coordination during the COVID-19 pandemic.

- ❖ Assisting with facilities management and studio operations.
- ❖ Supporting the technical onboarding and administration of incoming students.
- ❖ Coordinating remote learning provision and studio bookings during periods of restricted access.