

# OLIVIA BALLARD

TECHNICAL EDUCATION & TRAINING ADMINISTRATIVE ASSISTANT

+44 7342921323 

oliviaaballard@gmail.com 

Glasgow, Scotland 

oliviaballarddesign.com 

## ABOUT ME

I am a multifaceted heritage professional with a passion for heritage crafts and their applications and insights into our modern world. A tailor by trade, I seek work which allows me to delve further into the vast and diverse world of material culture. I believe in lifelong learning and that we can learn infinitely more about ourselves and our heritage by asking the question “*What can my hands do...?*” and following our creative curiosity.

## EDUCATION

*December 2022*

### **Master of Science- Material Culture & Artefact Studies**

University of Glasgow

*Graduate with Merit*

*June 2017*

### **Bachelor of Science- Fashion Design**

Drexel University

*Graduate Cum Laude*

## PROFESSIONAL EXPERIENCE

### **Historic Environment Scotland** 2023-Present

Front of House Administrative Assistant- Technical Education & Training

- Plan, deliver, and report on the Engine Shed Programme, a robust annual CPD offer within the Technical Education & Training Team. The ES Programme includes an annual weeklong conference Introduction to Building Conservation.
- Coordinate and aid in delivery of Engine Shed conferences and events with internal and external network partners.
- Maintain and promote internal & network partnerships, acting in an ambassador role for all work taking place at the Engine Shed.
- Responsible for providing weekly administrative support at Stirling Training Centre and Elgin Training Centre, the Technical Education & Training Team and wider directorate.
- Support the maintenance of operational standards that enable HES to deliver upon its obligations as an approved training centre for SQA & NOCN (the awarding bodies). Ensure the delivery of on-line and in person accredited training adheres to quality assurance (QA) requirements and is aligned with QA systems, processes, policies and procedures.
- Act with strict adherence to good health, safety and accessibility practice to ensure all visitors, learners, contractors, and staff of the Engine Shed can execute their work in accordance with Engine Shed building operations.

### **Academia de Salsa** 2024-Present

Instructor

- Develop and deliver curriculum for Latin social dance, engaging adults in multisensory learning steeped in diverse culture and shared human experiences.
- Develop and maintain strong relationships with partners, agencies and vendors to support community initiatives promoting inclusion and safety for all.
- Provide mentorship and leadership within the social dance community by supporting students development both in dance and throughout their wider lives.
- Continuously develop and train personal dance craft in order to remain focused on the essence of movement and why it matters.

### **Edinburgh Remakery** 2023-2024

Tutor

- Research, develop and deliver workshops, corporate events and training centered around technological and textile conservation and sustainability.
- Produce content and maintain mission statement consistency across all marketing channels and materials.

## SKILLS

- Event, Training, and CPD planning, delivery and reporting.
- Full First Aid Qualification
- Mental Health First Aider
- Suicide First Aider
- Insights Communication Trained
- ICT Microsoft Suite
- Adobe Creative Suite
- Pattern making & CAD pattern drafting
- Historical tailoring
- Textile Analysis
- Research skills
- Archaeological dig training
- BSL awareness training
- Procurement & finance training

## TRAINING GOALS

- Professional Certificate in Digital Learning & Instructional Design - Qualification (Hosted by the Digital Learning Institute)
- Continued collaboration with the Scottish Crannog Centre working with costumed interpretation practices (Jan 2025-Present)
- Full BSL qualification
- Teaching Creative and Critical Thinking - Qualification (Hosted by Edinburgh College)

## PROFESSIONAL EXPERIENCE CONT..

### Colonial Williamsburg Foundation 2018-2021

#### Historic Tailor

- Research, produce and maintain 18th Century historical costume for living history interpretation.
- Apply expert knowledge of the subject and collections to create and improve costumed programmes.
- Lead and develop new costume projects to meet increase of historic interpretation of military activity.
- Develop learning programmes and events to enable public access to the Costume Design Centre, it's processes and collections. Adaptation to online practices during the COVID-19 lockdown protocols.
- Manage and maintain CMS systems of over 12,000 individual costume items across the foundation.

### Robert & Penny Fox Historic Costume Collection 2016-2017

#### Curatorial Assitant

- Deliver curatorial care for a broad range of costume & material culture collections including, cataloguing, acquisitioning, object handling, movement and cleaning.
- Develop a good knowledge of the collection and textile history to improve accessibility and visitor experience events on site and online platforms
- Progress the integration (inventory, catalogue, care) of new acquisitions into the collections to meet best practice standards.

## TRAINING & CONTINUED PROFESSIONAL DEVELOPMENT

*\*Complete CPD record available upon request*

### Upcoming Training & CPD

- In Conversation: Peter Ross and Fraser Hunter with National Museums Scotland - 28 September 2025

### Recent Training & CPD

- Basics of Straw Work -Wheel of Fate Edinburgh- 22 August 2025
- Skills Experience Mentoring Workshop- 26 Aug 2025
- Accredited Training Delivery (Shadowing Day)- 10 Sept 2025
- First Aid at Work - 11-16 Aug 2025
- ASIST Suicide First Aid Training - 15-16 July 2025
- Intangible Cultural Heritage HES Colleague Engagement Session - 24 June 2025
- Introduction to Building Conservation solo delivery the last day of weeklong annual conference - 06 June 2025
- Scaffolding Tour of Doune Castle High Level Masonry Works - 04 June 2025